

**WAC 495E-280-030 Procedure to inspect education records. (1)**

Students may inspect and review their education records upon request to the appropriate college official as designated in WAC 495E-280-110.

(2) A student must submit to the appropriate college official a written request which identifies as precisely as possible the records he or she wishes to inspect.

(3) The appropriate college official will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in forty-five days or less from the receipt of the request.

[Statutory Authority: RCW 28B.50.140, 34.05.220, [34.05].482, 20 U.S.C. §1232g and 34 C.F.R. Part 99. WSR 93-13-115, § 495E-280-030, filed 6/21/93, effective 7/22/93.]