

ACCESS TO EDUCATION RECORDS

Education records at Washington State University are protected and regulated by the Family Educational Rights and Privacy Act of 1974. WSU's policy related to this law and its amendments is articulated in Washington Administrative Code section 54-108. Faculty and staff that work with student records must protect the confidentiality of such records and use them only in conjunction with a legitimate educational interest. Release of specific information from education records must be done in accordance with this policy. Copies of the policy can be obtained from the Office of the Registrar.

Those with access to on-line records must become familiar with the regulations and stipulations regarding access, release, and proper use of education records. Prior to being authorized for these systems, faculty and staff will be required to attend a brief training on the privacy of student records and WSU's policy regarding education records.

Specific questions concerning issues of confidentiality of student records can be directed to the Office of Registrar. Additionally, the Office of Attorney General may be contacted for further assistance.