**LINK TO GUIDE:**

**<http://k12.wa.us/EDS/pubdocs/StudentRecordExchangeUserGuide2015.pdf>**

1) Confirmed parent signature is NOT required for records transfers.

2) Charters can use the SRX function in EDS to request records from other public schools.

3) The SRX in the EDS portal has a function that allows you to request that hardcopies of student records are sent to your school. Please see pages 7-8 in [this](http://k12.wa.us/EDS/pubdocs/StudentRecordExchangeUserGuide2015.pdf) document for how to do so. You can also sent a records request [form](https://drive.google.com/file/d/0B9iaSBRqcmBNNzZBQnRRYkdTOHc/view?usp=sharing) via fax or email to districts to request student records.

Please note, there are a small number of school districts in the state that require a records request form to be sent to them via fax or email and don't participate in the SRX system. If you request records from them via SRX, they will send you an email indicating their preferred method of requesting records.

This [email](https://docs.google.com/document/d/1pD3IMrECzf9wX70U2ADPuRQapEPQUvZY8XleVcdtYJA/edit?usp=sharing) can be modified to send to principals/ registrars that cites language provided by OSPI and the RCW regarding records request.

We are trying to get additional clarity on what "as soon as possible" in the RCW means. Because WA is a local control state, districts can opt to send you records per their own timelines and some may opt to send them once their school year ends, but they have to send them to you in a timely manner that doesn't inhibit the education of a student.