



Access to information in student records Checklist for schools

Please complete this checklist when you receive a request to access student school records (**NB: does not include School Counsellor records**). The request must be made in writing. You should request proof of identity unless you already have evidence of the applicant's identity.

Name of Applicant: _____ Date received: _____

Parent

Legal Guardian

Current Student (12 years & over)

(Please circle one, ensuring ID is provided)

1. Applicant

- | | Yes | No |
|---|--------------------------|--------------------------|
| • Is there a court order limiting the parental responsibility of either parent? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has the applicant lost parental responsibility (e.g. to FACS)? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are there any other factors (e.g. AVO) which might affect your decision to release? | <input type="checkbox"/> | <input type="checkbox"/> |

2. Time required

- | | | |
|---|--------------------------|--------------------------|
| • Would the work involved in searching for and deciding on access to records be more than one hour? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

3. Content of Records

- | | | |
|---|--------------------------|--------------------------|
| • Do records contain details of reports to FACS? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do records contain Accident Reports? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do records contain information obtained under Part 5A Guidelines ? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do records contain details of other parties (e.g. teachers or other students) or confidential information which cannot be deleted before release? | <input type="checkbox"/> | <input type="checkbox"/> |

- If all questions are answered **No** and you are satisfied as to the identity of the applicant, then the records may be released informally.
- If any question is answered **Yes** you should decline informal release. The applicant may make an [access application](#) for formal release under the GIPA Act. More information is available at: <https://education.nsw.gov.au/about-us/rights-and-accountability/information-access>

Name of Principal

Signature

Date

School: _____

Office Use:

Please respond within 10 school days of receiving the written request and identification. Complete the [Informal Access provided](#) form and file in the student's records to show what access to information was given as a result of this request. Keep this completed form on file and fill out the [Informal Access request log](#).

For requests for informal release of school information other than student records, please refer to the Guidelines for Informal Access at: <https://education.nsw.gov.au/about-us/rights-and-accountability/information-access>

**If you require assistance please contact the
Information Access Unit on (02) 9561 8100 or email: iaunit@det.nsw.edu.au**