NSW GOVERNMENT | Education

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?	☐	☐
• Has the applicant lost parental responsibility (e.g. to FACS)?	☐	☐
• Are there any other factors (e.g. AVO) which might affect your decision to release?	☐	☐
2. Time required		
• Would the work involved in searching for and deciding on access to records be more than one hour?	☐	☐
3. Content of Records		
• Do records contain details of reports to FACS?	☐	☐
• Do records contain Accident Reports?	☐	☐
• Do records contain information obtained under Part 5A Guidelines?	☐	☐
• Do records contain details of other parties (e.g. teachers or other students) or confidential information which cannot be deleted before release?	☐	☐

- 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
Right to Access unit on (02) 7814 3525 or email: GIPA@det.nsw.edu.au