

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/Carer (Please circle one, ensuring ID is provided)	Legal Guardian	Current Student (12 years & over)		
Has the applicant lost par	ting the parental responsibilitental responsibility (e.g. to Ers (e.g. AVO) which might af	DCJ)?	Yes	No
2. Time requiredWould the work involved i records be more than one	in searching for and decidinຸ e hour?	g on access to		
Education Act?Do records contain details	•	ers or other students)		
then the records may be If any question is answe make an access applica	vered No and you are satisfie e released informally. ered Yes you should decline in ation for formal release under cation.nsw.gov.au/about-us/ri	nformal release. The ap the GIPA Act. More info	plicant ormatio	may n is
Name of Principal	Signature	Date		_
School:				

Office Use:

Please respond within 10 school days of receiving the written request and identification. Complete the <u>Informal Access provided</u> 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 <u>Informal Access request log</u>.

For requests for informal release of school information other than student records, please refer to the *Guidelines for Informal Access* at: <u>Staff guidelines - NSW Department of Education</u>

If you require assistance please contact
Right to Access on (02) 7814 3525 or email: GIPA@det.nsw.edu.au