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/Carer **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 DCJ)?	☐	☐
• 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 DCJ?	☐	☐
• Do records contain Accident Reports?	☐	☐
• Do records contain information obtained under Part 5A Guidelines of the Education Act?	☐	☐
• 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: Staff guidelines - NSW Department of Education

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