

REQUEST FOR INFORMATION FROM SCHOOL RECORDS

Personal information is only released from school records in compliance with the school's Privacy Policy and Record Guidelines. Access to personal information will only be provided subject to completion of a written request and submission of appropriate photo identification. Where a personal record named in this request is not that of the requestor then a written release from the individual whose record has been requested will be required, together with appropriate original identification. Copies of documents will not be provided by email.

Requestor Details:

Name: _____ **Year of Departure:** _____

Residential Address: _____
(Box Nos. not accepted)

Postal Address: _____
(If different to above)

Telephone No: _____

Items Requested: _____

Purpose: _____

Are copies required? _____

Signature: _____ **Date:** _____

Office Use Only:

Department: _____

To be completed by relevant staff. Each department area must retain a register of personal information enquiries received and/or actioned. A copy of this form must be included in the personal file. *In general, school records remain restricted for the life of the named individual in the case of personal records or 50 years whichever is greater.*

| | Name | Signature | Yes/No | Date |
|---|------|-----------|--------|------|
| ➤ Photo ID original sighted | | | | |
| ➤ Photo ID copied and attached | | | | |
| ➤ Release by authorised person (Head of School) | | | | |
| ➤ File received | | | | |
| ➤ File returned to Records/Archives | | | | |
| ➤ Customer request completed | | | | |

Other Notes:
