

## Request to Access Information Form

### About this Form

This form is to be used when student's requesting access to their records in order to monitor their participation and progress. Please note that, there is no cost to simply view records at the office.

### Student Details

<b>Given Name/s</b>		<b>Surname</b>	
<b>Date of Birth</b>		<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
<b>Student Number</b>			
<b>Course Enrolled</b>			
<b>Address</b> (including street number and name, suburb or town, postcode and country)		<b>Postal Address</b> (if different)	
<b>Phone Number</b>			
<b>Email</b>			

### Request Description

Please briefly describe your request details.					
Do you like to receive copies of your records?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I will pick up my requested records.		<input type="checkbox"/>			
I need my transcript mailed to my:		Address	<input type="checkbox"/>	Postal Address	<input type="checkbox"/>

**Student Declaration**
*Information provided in this form is correct and complete to the best of my knowledge.*

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

<b>Office Use Only</b>		
<b>Application Outcome</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
<b>Outcome Details and Reason/s</b>		
<b>Recorded in SMS</b>		
<b>Saved in Student Folder</b>		
<b>Signature of Assessing Officer</b>		
<b>Name of Assessing Officer</b>		
<b>Position</b>		
<b>Date</b>		