

Student Records Access Form

Students have rights to access their records in accordance with our Privacy Policy

Please note:

*Proof of ID is required (licence, passport) before access.

*AEA does not allow documentation to be removed from the college, you are welcome to use our photocopy services to copy documentation. Photocopying will be under direct supervision by approved Manager. If you are copying more than 10 pages, you will be charged 25c/page.

Please Note: To receive access to student records, the student must complete this form and submit completed form (original) to the Student Admin Manager.

Family Name: Given Name/s:

Student ID: Mobile:

E mail:

What identification are you providing?.....

Detail the specific items that you want to access:

Indicate reason for access.....

Are updates required to your records?.....

I, the above named student, request access to my records.

Student Signature:

Date: / /

Once you have completed this form, make an appointment to meet with the RTO Manager

OFFICE USE ONLY

Access Granted: Yes No

Are updates required? (detail below)

Comments: _____

Approved Manager: _____

Signature: _____ **Date:** ____ / ____ / ____