

REQUEST FOR ACCESS TO STUDENTS RECORDS FORM

This form is to be completed by the student requesting access to their personal records. It must be completed, signed and original forwarded to admissions. Information will be provided in 8 working days.

Personal Details	Student Name:
	Student ID:
Home Address	
	Suburb: Postcode:
Contact Details	Mobile:
	Home Phone:
	Email:
Course(s)	
Document (s) Requested	
Reason	

Acknowledgement

I understand that my application in accessing my personal file is controlled by Insight Academy's Privacy Policy.

Student signature:

Print Name:

Date:

Office use only			
Received By:		Date:	
Action to be Taken:		Date Processed:	
Comments:			