

Request for access to Information

This form is to be completed if you are requesting information about your study to be released, either to yourself or a third party. Due to privacy laws any details of a students study cannot be disclosed without written permission. This form is to be completed by the student, in person at a Q Academy campus. The student will have to be verified by photo ID such as a drivers licence.

Only fill-in the applicable section

Section 1. *needs to be completed if documents are to be distributed to a 3rd party*

Section 2. *is for release of specific documents.*

Student Details

Student Name	
Contact number	
Contact email	
Drivers licence number	

Section 1. Persons authorised to receive information - *if applicable*

Name	
Contact number	
Contact email	

Section 2. Request for documents - *complete if required*

If you would like specific documents released please tick documents requested.

Attendance record	<input type="checkbox"/>	Assessment portfolio	<input type="checkbox"/>	Incident Report	<input type="checkbox"/>
Enrolment contract	<input type="checkbox"/>	Financial records	<input type="checkbox"/>	RPL outcome	<input type="checkbox"/>
Class schedule	<input type="checkbox"/>	Other please specify	<input type="checkbox"/>		

Student Signature

Date

Office use only			
Received by		Date	
Licence sighted and copy attached	YES	NO	