



## STUDENT RECORDS REQUEST FORM

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### Purpose

This form enables students to formally request access to view or obtain copies of their personal records held by the RTO. It supports transparency, privacy compliance, and the student's right to access their information in accordance with the *Privacy Act 1988 (Cth)* and the RTO's Records Management Policy.

### Instructions for Use

- Complete all required fields on this form, ensuring accuracy and legibility.
- Submit the completed form to Administration, along with valid photographic identification (e.g. student ID, driver's licence, or passport).
- The RTO will process the request within 2 business days of receiving the completed form and ID.
- An administrative fee may apply for printed or posted copies of records; students will be advised of any charges prior to processing.
- Records will only be released to the student or an authorised representative with written consent.

Student Full Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Course Code and Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Type of Request (tick one):

☐ View Only   ☐ Printed Copies   ☐ Digital Copies (Email)

### Records Requested (tick all that apply):

☐ Enrolment & Personal Info

☐ Assessment Results

☐ Certification Documents

☐ Attendance / Progress

☐ Other (please specify): \_\_\_\_\_

### Reason for Request:

\_\_\_\_\_



Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

- ☐ ID Verified
- ☐ Request Processed
- ☐ Copies Provided
- ☐ Fee Paid (if applicable)

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_