

## REQUEST TO ACCESS RECORDS FORM

<b>Student Name</b>		<b>Student Number</b>	
<b>Current address</b>		<b>Current contact details</b>	<b>Home:</b>
			<b>Mobile:</b>
<b>Email</b>			
<b>Course of Study</b>			
<b>I am a:</b>	<input type="checkbox"/> current student at ATEC		<input type="checkbox"/> Former student at ATEC

Reason for accessing records	
To receive a copy of a certain document. <i>Please specifically state which document is to be accessed:</i>	<input type="checkbox"/>
To view assessment records	<input type="checkbox"/>
To check personal contact details	<input type="checkbox"/>
<b>Other (Provide details):</b>	<input type="checkbox"/>

### **Student Declaration**

I was informed by Student Support Officer of ATEC's Policy and Procedure in relation to accessing my records. I also understand that I will be contacted within 10 business days when my records are available to be accessed by email, mail or other preferred contact methods.

Student/Guardian Signature: ..... Date: .....

**OFFICE USE ONLY**

- Verified evidence and reason
- Proof of identity sighted
- Preferred contact method (please circle): **Email / Phone / Mail / Face to Face**

Request for access to records **APPROVED / REJECTED** by:

**Name:** ..... **Signature:** ..... **Date:** .....

- Student has been notified and provided access to records