

## Student Request for Access to Records Form

This form is to be used by students who would like to access information on participation records, results, completed assessments or enrolment documentation completed with Shafston House College Ltd trading as Service Skills Academy and Mary McConnel School of Early Childhood.

**Please complete and submit:**

**1 Personal Details**

Given names: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Name of Course: \_\_\_\_\_

**2 Detailed description of records requested (please attach additional page if required):**

\_\_\_\_\_

**3 How would you like to receive copies of your records?**

Posted to: \_\_\_\_\_ Email to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Pick up View on -site

**4 Declaration**

I confirm that I have read and understood the 'Student Access to Records Policy & Procedure' available on the website [ww.ssa.edu.au](http://ww.ssa.edu.au)

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

### SUBMITTING THIS FORM

Please print and complete details

The processing of requested records may take up to 10 working days once this Form has been received and any invoices issued for printing costs have been confirmed as paid.



**POST**  
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 46 Thorn Street  
 Kangaroo Point QLD 4169



**EMAIL**  
[enrol@ssa.edu.au](mailto:enrol@ssa.edu.au)



**ENQUIRIES**  
 1800 552 869