



PROCEDURE FOR STUDENT ACCESS TO THEIR RECORDS

Policy/procedure No	Not required	Version - 2
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No pages incl. attachments	One	

Park Orchards Learning Centre Inc. will store all student records for a period of 30 years.

Hardcopies will be stored in plastic boxes under the building at 572 Park Road, Park Orchards as well as on back-up discs which are stored in a fire proof safe on the premises.

During this time a past student can access their records by following this procedure:-

1. Complete the form (as attached).
2. Supply a photo ID with the form which will need to be verified by a POLCI staff member.
3. In the case of the student authorising another party to access their records, a letter of authorisation signed by the student is required.
4. A fee will be charged (at the current assigned fee) for these services eg. re-issuing of certificates, photocopying assessment tasks etc.)
5. All relevant forms and authorisation will be forwarded to the Education and Training Co-ordinator for approval.



Student Access to Their Records

Name of Student:	
Name of Course:	
Year of Completion:	
Contact Phone No/s:	1.
	2.
	3.
Documents required –	1.
	2.
	3.
Name of Person accessing records:	
Signature of person accessing student records	
Approved by:	
Signed:	
Date:	

Office Use Only

Photo ID sighted by:		Staff position:
Authorisation Letter received	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Fee Paid	\$	Rec No:
Documents collected by:		Signed:
POLCI Staff Member:		Signed:
Date:		