

Former student document access application form

We can only provide information if you attended a public school in Western Australia.

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| **Applicant details** |
| Title (Mr, Ms, Mrs, Dr):       First name:       Surname:       |
| School surname (if applicable):       Date of birth (DOB):       Email:       Phone:        |
| Organisation contact details (complete and provide an **authority to act form** if the application is on behalf of a client): [ ]  Authority to act formFirst name:       Last name:       Email:       Organisation:        |
| **Record types**  |
| [ ]  Primary school[ ]  Enrolments | [ ]  High school[ ]  School psychological records | [ ]  Academic records [ ]  Other, specify: |
|  |
| Schools attended:  |
| **Proof of identification (ID)** |
| [ ]  Drivers licence | [ ]  Medicare card | [ ]  Birth certificate | [ ]  Passport |
| Attach proof of ID to your application. We require 2 types and one must be photographic.  |
| Applicant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Date:\_\_\_\_/\_\_\_\_\_\_/\_\_\_ |
| **Lodge an application** |
| Use the email subject line format ‘request type, last name, first name, DOB’. Email applications to FOI.Enquiries@education.wa.edu.au. Post applications to:Corporate Information ServicesDepartment of Education151 Royal StreetEAST PERTH WA 6004 |

There is no fee payable for access to personal information, such as your own student information, or if you are acting on behalf of your client with a signed authority to act form.