

# Access to Records Request Form

This form is designed to act as an aide memiore for the provision of student records to another school.

Such recrods should be provided within seven (7) days of the request.

The RTO General Manager is responsible for the provision of the records within this time (as per CASA OM4A, 1.17) but the task may be delegated to the Senior Base Pilot or another member of personnel.

Ideally this form should be scanned and uploaded to the relevant student record as student records will be retained for seven (7) years within FSM.

Full name:	
Student ID Number:	
Date of Request	
Date Records Due:	
To: (Organisation)	

I wish to request access to the following records:

**Checklist Items:**

Verified written evidence of student approval for release of records	
Ensured that activities completed within the past 21 days have been recorded	
Record transfer request received in writing from requesting school	
Summary of hours, completed courses and qualifications provided	
RTO General Manager has certified the request as per the signature below	

Signed:	
Print name:	
Date:	/ /

**Please return this form to our office**