APPLYING FOR FORMER STUDENT ACADEMIC RECORDS

What information does the College hold?
Records of former students are preserved in the College Archives. These include semester reports and from Year 12: statement of results, student reference and testimonial. Any certificates from the Schools Curriculum and Standards Authority (SCSA) and its predecessors are not College records and the College does not hold this information.

Process for Requesting Academic Records

1. Application
In accordance with the Privacy Act, former students (not a parent) are required to make written application to the College for copies of reports and/or other academic transcripts. The application can be by letter or email to info@allsaints.wa.edu.au.

The application must include:

- Proof of identity
  The minimum requirement is Photo ID showing date of birth; a Driver’s Licence or Passport page will fulfil this.

- Details of the academic records sought
  Examples of frequently requested records are copies of semester reports and/or a statement of results for the final one or two years of enrolment.

2. Collection of the student record information.
The College is happy to provide either hard or electronic copies of records. If an applicant is unable to collect documents from the College in person, they may nominate someone to collect on their behalf who must be over 18 years of age. Alternatively the applicant may request that documents be sent by post or email.

Document copies will be provided as soon as possible. Applicants will be advised if a delay is likely.

Although no fee is charged for providing these records, applicants may be asked to pay for significant expenditure such as posting documents overseas.

We are always delighted to hear from former students and look forward to assisting them with their request.