APPLICATION FOR FORMER STUDENT ACADEMIC RECORDS

Background
Records of former students are preserved in the College Archives. Copies of academic reports of former students may be requested by following the procedure outlined below.

Original Document
During a student’s period of enrolment, the College provides one original of each academic transcript. (Examples include: semester report, statement of results, student reference, testimonial.) The College does not normally provide duplicate originals.

- If the original academic transcript contains one or more errors, it can be returned and replaced with a new corrected original. Where staff members have left the College in the interim, it will not be possible to provide the original signatures on the new “original document”. In this circumstance, the staff member now in that position will sign the document.

- If the original transcript is lost, then the College can provide a copy. The normal application process applies and, upon request, certified copies can be issued.

Request Process for Academic Records

1. Application

   In accordance with the Privacy Act, the former student (NOT his/her parent) is required to make written application to the Principal for copies of reports and/or other academic transcripts. The application can be by letter or email to the Personal Assistant to the Principal pa@allsaints.wa.edu.au.

   The application must include:

   - proof of identity
     Note: The College accepts a scanned copy of a passport as proof of identity; this should be attached to an email application. Minimum requirement is Photo ID showing date of birth.

   - details of the academic records sought
     Note: Commonly requested are copies of semester reports and/or a statement of results for the final one or two years of enrolment.

   - arrangements for collection or return of the student record information.
     Note: If the applicant is unable to collect the documentation from the College, they are required to nominate a person to collect on their behalf. The person must be over 18 years of age. Alternatively the applicant may request that the documentation be sent directly to themselves or a third party (e.g. overseas university) by post or email.
The former student should be aware that:

- The copy of the student record information will not be released until the proof of identity is verified.

- Occasionally the Archive report copy is of poor quality and may need to be presented by the College in a different format.

- This process may take up to 2 weeks to complete.

2. Fees

Normally no fee is charged for this service. If significant expenditure is involved to forward the documents (e.g. overseas postage), the former student will be asked to pay for that.

3. Collection/Return of Copies

The requested documentation can be either collected in person from Senior School Reception, or mailed/emailed directly to the former student or third party.

When arrangements are made for the former student or nominee to collect the copies of the requested information, the person collecting will be requested to:

- produce photographic ID to establish their identity
- sign a collection receipt.

When arrangements are made for the documentation to be mailed/emailed directly to a former student (or third party), then the action will be contingent upon the identity of the former student (or third party) and their right to obtain the requested documentation having been established in the original application.