



Advith Education

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ACCESS TO STUDENT RECORDS FORM

Name of person requesting access to student's records			
Student ID (If Advith Education's student)			
Are you	<input type="checkbox"/> The student <input type="checkbox"/> Third party		
Type of record required	<input type="checkbox"/> Current Academic Results <input type="checkbox"/> Attendance Records <input type="checkbox"/> Issued Testamur details	<input type="checkbox"/> Tuition Fee Payment Record <input type="checkbox"/> Enrolment related documents <input type="checkbox"/> Personal documents	
Date and time required			
Student Signature (for authorization)		Date	
Third-party signature		Date	

For Office Use Only			
Records received/Viewed (signature)		Date	
Returned to storage on		Returned by	
Notes: (please note here if soft copy or hardcopy was handed over to the student/third party)			

Please note: The records must be made available to the student/third party within 5 working days. Original records can only be viewed within Advith Education's office and will not be allowed to be removed from the premises. Copies of records will be allowed to be distributed as requested. If a third party is requesting access to a participant's records, the participant's signature must be obtained. Failure to secure the participant's signature will result in the records not being made available. If verification of the participant's signature cannot be confirmed, access to records will not be made available. Files must not be removed from the original site.