**Student Information Access Request**

**Informal release by a school principal**

Access was provided to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in accordance with s.8 of the GIPA Act and department guidelines for informal release.

Student counselling records were **not** included in the information provided.

Information provided included:

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(eg: entire student file, specific records or reports. Note if any material was blacked out or removed, or a new record created before access was given.)

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Name of Principal –

Authorised Officer - Delegation GIP002 Signature

School: *\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place this form on the student’s file to show access was provided under informal release**