



Iona Presentation College

Information re Request for Copies of Student Records

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ARCHIVES and HERITAGE CENTRE

Students (current and past), parents of students, educational institutions, employment agencies (acting on behalf of prospective employers or former students) may at any time submit a request to the College for copies of student records.

However, student files are CONFIDENTIAL records. They may contain sensitive personal information and the College has a responsibility to safeguard this information from unauthorised access and use. Access to this information is subject to Australian privacy legislation (Commonwealth Privacy Act 1988).

Iona Presentation College cannot divulge personal information to a third party except in certain circumstance covered in the legislation. To do so exposes the College to significant risk.

Records must not be provided to a requestor unless the requestor is the student and a signed consent form has been received. The student may also sign a request that will allow a third party to receive a copy of the student record. In all instances, the student must contact the College requesting the records and submit the required documentation. Any request from a third party will be directed back to the student.

Note: In many cases, the requestor is not seeking information that Iona Presentation College holds. They may wish to have a copy of a certificate or statement of results issued by the School Curriculum and Standards Authority (WA) or its precursor organisations. Applications are made direct to the SCSA. The SCSA charges \$31 for the copy. <http://www.scsa.wa.edu.au> and specifically to the *Application for Copy of Results* form/document:

http://www.scsa.wa.edu.au/internet/Events_and_Forms/Application_Order_Forms

To obtain a copy of a Student Record from the College Archives, please complete the **Request for Student Records** form and forward to the College. **The fee for retrieval of a student record is \$25, payable either by Cheque, Money Order or Credit Card.**

For further information, please contact the Iona Presentation College Archivist, Dr Margaret Pember on (08) 9285 5232 or mpember@iona.wa.edu.au (only available on Tuesday and Thursday).