Iona Presentation College
Archives and Heritage Centre
REQUEST for COPIES of
STUDENT RECORDS

To obtain a copy of a Student Record from the College Archives, please complete the form below and forward to the College with the appropriate payment. **The fee for retrieval of a student record is $25.** Upon payment of the Student Record Retrieval Fee an electronic copy (PDF) of the record/s requested will be forwarded to the contact email address provided.

Proof of Identity is required (copy of Birth Certificate, Driver's Licence or Passport; if name different to that used at Iona a Change of Name record or Marriage Certificate also required).

Note: In many cases, the requestor is not seeking information that Iona Presentation College holds. If you need 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 $48 for the copy. http://www.scsa.wa.edu.au **and specifically to the** *Application for Copy of Results* **form/document.**

Student
Surname: _____   Year of
Exit/Graduation: _____

Student
First Name: _____

Contact Phone
Number: _____

Contact Email
Address: _____

Mail
Address: _____

_____

Student Signature: _____   Request Date: _____

Record/s
Requested: _____

Payment: ☐   ☐   ☐   ☐
Cheque   Visa   Mastercard   Money
(Payable to Iona Presentation   Order
College)

Card Number: _____ / _____ / _____ / _____   Expiry: _____ / _____
Card Holder's
Signature: _____

Amount: **$25**   **Proof of Identity sighted:** Y/N