



**SUBJECT ACCESS REQUEST**

Name	
Relationship with the school	<p>Please select: Pupil / parent / employee / governor / volunteer</p> <p>Other (please specify): <i>If requesting on behalf of the subject i.e. solicitor please provide:-</i></p> <ul style="list-style-type: none"> <li>• <i>Evidence that permission has been given by the subject to make this request on their behalf</i></li> <li>• <i>the name of the subject and their relationship with the school.</i></li> </ul>
Correspondence address	
Contact number	
Email address	
Details of the information requested	<p>Please provide me with: <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i></p> <ul style="list-style-type: none"> <li>• <i>Your child's medical records</i></li> <li>• <i>Your child's behavior record, held by [insert class teacher]</i></li> <li>• <i>Emails between 'A' and 'B' between [date]</i></li> </ul>
Period information required for i.e. date from and to.	

**DATE:**

**SIGNED:**