

In the case of a routine request this form should be processed and held at school level. In more complex cases this form and a certified proof of identity should be forwarded to the Information Officer, Education and Lifelong Learning, Angus House, Orchardbank, Forfar, DD8 1AE, marked 'Private & Confidential'.

**ANGUS COUNCIL
PEOPLE - EDUCATION**

THE PUPILS' EDUCATIONAL RECORDS (SCOTLAND) REGULATIONS 2003

Form to be completed by parent/carer making request for access to educational records

Full Name of Pupil _____ Date of Birth _____

School Attended _____

Name of Parent/Carer _____

Address _____

Telephone Number _____

Relationship to Pupil _____

Details of Information Requested

I confirm that I am the parent/carer named above.

I understand that Angus Council has 15 school days to respond to my request, but that this period will not commence until the later of the following:

- the Council is satisfied as to my identity, and
- the Council has received the necessary information to allow it to proceed with my application.

I confirm that there is no Court Order preventing me from obtaining access to the above pupil's record.

I confirm that the release of the information will not cause serious harm to the pupil or another person.

I enclose proof of my identity (*a photocopy of a document such as a passport or a driving licence is acceptable*)

Signature of Applicant _____ Date _____