**Access to records held in schools**

**Documents held in schools – access and requests**

Reference to “the person to whom the information relates” in the following table means:

* the person who is the sole subject of the requested documents;
* a parent, or other person, who has parental responsibility for a student under the age of 18 years when requesting documents relating to the student (refer to [Family law matters affecting state schools](https://oneportal.deta.qld.gov.au/Services/LALB/Pages/Familylawmatters.aspx)(DET employees only) for information on guardianship) AND the student is not considered to be able to determine for themselves what information should be provided to the parent or guardian;
* anyone who is a duly authorised agent of “the person to whom the information relates” (or the parent of that person under 18 years of age) who is requesting documents relating to that person.

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| **Information** | **Request only from, with the consent of, or on behalf of, the person to whom the information relates** | **Request from any other person** |
| Administrative Access | Statutory Access | Administrative Access | Statutory Access |
| Student records \*Excluding:* Records of a student who is an independent student or where the school has decided that disclosure of such documents is not appropriate under the EGPA, unless the student gives consent
* Witness Statements from persons other than requestor or any documents including, reporting, commenting on, or referring to witness statements
* Guidance counselling session records
* Guidance Officer’s anecdotal/working notes
* Guidance proformas for scoring standardised tests
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| **Information** | **Request only from, with the consent of, or on behalf of, the person to whom the information relates** | **Request from any other person** |
| Administrative Access | Statutory Access | Administrative Access | Statutory Access |
| Excluding:* Medical Reports, except where originally provided by the applicant
* Reports of non-government agencies, professionals or other government departments, except where originally provided by the applicant
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| Staff records **\*** | **\*** |  |  | **\*** |
| Volunteers’ records **\*** | **\*** |  |  | **\*** |
| Parent records | **\*** |  |  | **\*** |
| Curriculum Provision |  |  | **\*** |  |
| School Management, including financial management |  |  | **\*** |  |

**\*** Includes all individual records that may also be categorised under Curriculum Provision, Financial Management or School Management.