

Student Records Request Form

Student Details		
Student Name:		
Student ID:		
Group:		
Student Signature:		
Date:		
Records Request Details		
Information Required	Request Details: <i>please tick the appropriate box</i> <input type="checkbox"/> Student ID Card <input type="checkbox"/> Reissue of Student ID Card <input type="checkbox"/> Record of Results <input type="checkbox"/> Reissue of Qualification <input type="checkbox"/> Issue Statement of Attainment <input type="checkbox"/> Reissue Statement of Attainment <input type="checkbox"/> Other - <i>please specify</i>	
Training and Compliance Manager:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Training and Compliance Manager Signature:		
Date:		
Office Use Only		
Student Support Officer	Accounts Department	Administration
Request Received:	<input type="checkbox"/> Financial <input type="checkbox"/> Non-financial Fees: \$ Date:	<input type="checkbox"/> Request processed <input type="checkbox"/> VET Trak Updated Date:
Date:		
Comments:		
<i>Pivotal Training and Development will only process applications for students who have no outstanding fees and will take up to five business days to process</i>		

Form	Student Records Request	Version #	v4	Effective Date	July 2019	Created for	PIVOTAL EDUCATION RTO 90272
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