*About this resource:*

This is a Suggested Text. It is a set of paragraphs that suggests wording for you to use to provide information to the person you are supporting on making a subject access request.

To understand when you might want to use this text, read the Step by Step Guide*:* Education Records

If you want to understand more about the relevant law, read the Quick-Guide: Students and Information Rights

To use this resource, go through the text and enter the information where prompted to do so. Prompts appear as grey text. Then copy and paste your finished text into either an email or letter*.*

As with every suggested text, keep in mind that it cannot cover every situation. You may need to amend it to suit your needs or call the help-line if you need guidance.

I am writing relation to name of young person’s exclusion from name of school.

There are now two section to choose from, a green one and a yellow one. Once you have chosen the most appropriate section, complete the wording where indicated, remove the highlighting and delete the unused highlighted section.

The green section is most appropriate where the person you are supporting has already made a Subject Access Request.

The yellow section is most appropriate where the person you are supporting has not already made a subject access request.

I understand that that you have already requested a copy of the name of young person’s file from the school. If this is the case, please can you let me know the date on which you made the request, and whether the school have confirmed that they have received it?

It may now be useful for me to speak with the school about the request. name of young person is entitled to all information held by the school that relates to them, under a process known as a Subject Access Request (SAR). It would be useful to make sure that the school understands early the specific documents we are requesting. In addition, I can make sure that the documents are received in the time allowed by law.

It would now be helpful to request name of young person’s records held by name of school. This can be done under the process known as a subject access request (SAR) which starts a legal process in which he school must provide the documents we request as soon as possible.

There are now two section to choose from, a green one and a yellow one. Once you have chosen the most appropriate section, complete the wording where indicated, remove the highlighting and delete the unused highlighted section.

The green section is most appropriate where the young person whose data you are requesting is 11 years old or younger.

The yellow section is most appropriate where the young person whose data you are requesting is 12 years old or older.

name of young person has the right to control their own data. However, because of their age they will require your consent as their parent/guardian. Therefore, if you are happy for me to obtain name of young person’s records then please simply complete the attached/enclosed Form of Authority, which I can send to the school and other organisations to speak with them on name of young person’s behalf.

name of young person has the right to control their own data. However, some schools and organisations may wrongly believe that you have to consent as their parent/guardian to enable me to obtain their personal information. As long as I have name of young person’s permission to obtain their personal data on their behalf, it may be most straightforward to get yours as well. This will mean that I can prevent any delays to getting name of young person’s records before they would come about.

If you and name of young person are happy for me to do this, then please complete the attached/enclosed Forms of Authority and return them to me.

Once I have the Form/Forms of Authority I will make the SAR and let you know once I have received a response.