

Subject Access Request Template

Name:	
-------	--

Address: (Please include any previous addresses we may hold for you)	
---	--

Contact Number:	
-----------------	--

Email Address:	
----------------	--

What Information do you require?: (Please try to be as specific as possible to allow us to easily identify the information you require)

Signature:	
Date:	

Please return this form to: **school contact details/email address**

Please note the school may ask for proof of identity such as a passport, driving licence or utility bill