

STUDENT RECORDS REQUEST FORM

VET Accredited Courses

COMPLETE THIS FORM
REQUEST TO VIEW YOUR STUDENT RECORDS WITH INTELLIGENT TRAINING SOLUTIONS

Use of Personal Information

Once a request has been approved, the Administration Manager will arrange a time for you to view your own records or provide you with access to your records via Intelligent Training Solutions student management system 'Wise.Net' via the learner app.

You must view your records at Intelligent Training Solutions administration office in Riddells Creek, Victoria. Student records cannot be taken away from the administration office.

Fees

There are no fees associated with viewing your records.

SECTION 1: COMPLETE ALL DETAILS.

CLEARLY PRINT YOUR LEGAL NAME AS IT APPEARS ON YOUR ENROLMENT FORM.

Title Mr. Mrs. Miss. Ms. Dr. Other

ITS STUDENT NUMBER

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Legal Given Name		Middle Name	
Legal Family Name		Date of Birth	___/___/____
Telephone (Home)		Mobile Number	
Email Address			

SECTION 2: NATURE OF YOUR RECORDS REQUEST

Please indicate the nature of your records request:

- View all records
- Transcript issue request
- Statement at attainment request
- Certificate issue request

Course Code and Name	
Year Course COMMENCED	
Student Signature	

This form should be lodged with the Administration Office by emailing the completed form to admin@its.vic.edu.au or sending the completed form to PO BOX 322, Riddells Creek, Victoria, 3431