# Summer 2021 Exam Grade Query

**Student Name**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Date of Birth |  |
| Year group (if child or young  person) |  |

**Subject(s) Queried.**

|  |  |
| --- | --- |
| **Subject** | **Reason for Query – with evidence if possible** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**What information would help understand the process and the grade?**

**Do you want any other information? Please be specific.**

**Person making the request (if not the student)**

|  |  |
| --- | --- |
| Name |  |
| Date of Birth |  |
| Address |  |
| Email Address |  |
| Contact phone no |  |
|  |  |
| Identification Evidence Provided (if required)  Passport Driving license Or two forms of  Utility bill within last 3 months Bank statement of last three months  Council Tax bill  Rent book |  |

**Status of person making request.**

Any request about the student will require student confirmation that this request can be made as they are over 13.

|  |  |
| --- | --- |
| Student |  |
| Parent or person with Parental  Responsibility |  |
| Are you acting on their written authority (please provide a copy  of the consent) |  |
| If not the parent or with PR,  what is your role? |  |

**Declaration**

I, …………………………………………………….., hereby request that NAME OF SETTING provide the data requested about me.

Signature: Dated:

I, …………………………………………………….., hereby request that NAME OF SETTING provide the data requested about

………………………………………………..(insert student’s name) on the basis of the authority that I have provided.

Signature: Dated: