*About this resource:*

This is a Suggested Wording. It is a set of paragraphs to chase a school to provide information following a subject access request.

To understand when you might want to use this text, read the [Step by Step Guide*:* Education Records](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/step).

If you want more information about the relevant law and practice, read the [Quick-Guide: students and information rights](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/step/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 a letter or email.

This text is just a guide, and you might need to make amendments to fit your particular circumstances.

I wrote to you previously on date of previous correspondence and made a subject access request for young person. I provided you with signed authorities to enable you to comply with this request.

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

The yellow section is most appropriate if you made a request and the relevant time limit has not expired.

The blue section is most appropriate if you made a request and the relevant time limit has expired.

I appreciate that the final date for provision of the material has not yet expired. However, as stated previously, public bodies must provide the requested as soon as possible, even within that time limit under section 45 of the Data Protection Act 2018. I believe this request is straightforward and I would therefore request that you release the information as soon as possible. Kindly, please provide me with an update and ensure that the information is provided by reasonable date for response.

This is essential to enable us to prepare for the upcoming hearing on date of hearing.

If the information is not provided and there is not good reason for the delay, our next step would be to proceed to make a complaint to the Information Commissioners’ Office.

The deadline for provision of the requested information expired on date the deadline expired, and we have still not received disclosure of the requested information. Please therefore now provide the documents immediately, without further delay. If you cannot confirm that this will happen, our next step will need to be to make a complaint to the Information Commissioner’s Office.