**Advice to principal – application for additional semesters**

{Insert date}

Dear {insert name of school principal}

Please find below my decision in respect of an application for additional semesters of education by a student at your school.

**SCHOOL DETAILS**

**Name of School:**

**Address:**

**STUDENT DETAILS**

**Family Name: Given Names:**

**Date of Birth: Current Year Level:**

**Home Address:**

**Parent Name (where applicable):**

In responding to the student’s application, I have (choose one – delete the others) approved the request for an additional {3rd / 4th / 5th / 6th semester/s} of state education OR denied the request for an additional {3rd / 4th / 5th / 6th semester/s} of state education OR denied the request for an additional two semesters but approved an additional one semester of state education.

Yours sincerely

{Insert name of regional director (or delegate) – must be regional director if application was for 5th or 6th additional semester}

**Regional Director (or position title of delegate if 3rd or 4th additional semester)**

{Insert name of region}