**\*\*Legislation requires schools to notify parents/carers or students, however the use of this template is optional and schools may choose how they wish to provide this notification.\*\***

*Print on school letter head*

*Insert date*

*<insert name of parent/carer OR independent student >*

*Insert address*

*Insert suburb* QLD *insert postcode*

Dear *<insert name of parent/carer OR independent student* >

I have received an application for enrolment for <insert child’s name> and in accordance with section 387(3) of the *Education (General Provisions) Act 2006* (Qld), I have formally requested a transfer note and copies of any documents mentioned in the transfer note from your previous OR current school, <insert name of school>.

If you wish to receive a copy of the transfer note and copies of any documents attached to the transfer note, please contact me.

Yours sincerely

*Insert name*

Principal

*Insert school name*