[Letter from state special school principal to parent. The letter is emailed and posted with all of the materials considered by the decision-maker.]

**Instructions**:

This letter is to be emailed to the person who applied for enrolment at the state special school. You will need to attach all of the information the decision-maker provided you and that was considered when the decision was made.

**Subject: Application for enrolment to [name of state special school] - [student name]**

Dear [parent/s name]

I am writing to you about [student name]’s enrolment at [name of state special school].

[student name]’s has been attending the school as part of a temporary attendance arrangement so that we can finalise verification through the Department’s Education Adjustment Program and [his/her] eligibility to be enrolled in a state special school.

I am pleased to advise that the verification process has now been finalised and all enrolment requirements have now been met. Your Application for student enrolment has now been referred to me for processing.

I would appreciate if you could contact me to discuss and finalise [student name]’s enrolment.

Please note that this decision relates to enrolment in [name of state special school]. If you wish to enrol [student name] in another state primary, secondary or special school in the future, you will need to make a new [Application for student enrolment](https://ppr.mpe.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) which will be reassessed.

We are happy for [student name] to continue as a student at our school and look forward to continuing to work with you as a valued partner in [his/her] education.

Regards

Principal

[name of state special school]

Enc:

[Application for student enrolment form](https://ppr.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf)

[State special school enrolment parent consent and information form](https://ppr.qed.qld.gov.au/attachment/state-special-school-enrolment-parent-consent-and-information-form.docx)

[Enrolment application principal referral form](https://ppr.mpe.qed.qld.gov.au/attachment/enrolment-application-principal-referral-form-oneschool.docx) *(for students not currently enrolled in a Queensland state special school)*

ALL other evidence and information considered by decision-maker