INSTRUCTIONS:

This email is used by the decision-maker when an application for special school enrolment has been accepted.

Email: principal@ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: Enrolment application - [student name]**

Dear [principal name]

Thank you for referring the [Application for student enrolment](https://ppr.mpe.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) for [student name] in [name of state special school].

I am the Chief Executive’s delegate for the purposes of sections 166 and 167 of the [*Education (General Provisions) Act 2006* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/2018-05-01/act-2006-039) (the Act).

In accordance with section 166 of the Act, I am satisfied that the Application for student enrolment for [student name] meets the requirements for enrolment in [name of state special school]. I refer the [Application for student enrolment](https://ppr.mpe.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) back to you for processing, in accordance with section 156 of the Act.

You will need to advise the applicants of my decision by completing the Parent notification – Requirements for enrolment satisfied. All the evidence and materials I considered when making my decision, [including additional information provided by the applicant in response to my preliminary view to refuse enrolment [dated] can be viewed in the Special School Enrolment application in OneSchool Please provide a copy of this letter recording my decision along with all the material to the student’s parent/s. Please save the parent correspondence in the Decision Making notification grid in OneSchool, and store any copies in the student’s file.

Please contact me if you have any questions.

Regards

[Decision-maker’s name]

[Decision-maker’s position]