{Insert applicant’s name}

{Insert address}

Dear {insert applicant’s name}

**Re: Application for exemption from {compulsory schooling/compulsory participation} for {insert child’s/student’s/young person’s name}**

On {insert date application received}, I received an application for an exemption from {compulsory schooling/compulsory participation} to be granted to {you/insert child’s/student’s/young person’s name} for the period beginning {insert date requested for exemption to commence} {where the proposed exemption is for a stated period, insert “and finishing (date requested for exemption to expire)”}.

I have formed the view that there was insufficient information accompanying the application for me to make a decision regarding the exemption.

In accordance with{ss.186(2) and 187 for compulsory schooling / ss.245(4) and 246 for compulsory participation} of the *Education (General Provisions) Act 2006* (Qld) (the Act) I am writing to you because I require the following further information in order to make a decision:

* {List further information needed}

You must provide the above information to me in writing by {insert date at least 14 days from the date the letter will be received by the applicant or for a longer period if you consider it reasonable in all of the circumstances}.

As set out in {s.187(5) for compulsory schooling / s.246(5) for compulsory participation} of the Act, if this information is not provided within the timeframe set out above, your application for an exemption {if for a child, insert “for (child’s name)”} will lapse.

If you wish to discuss this matter further, or negotiate a longer timeframe, or if the provision of the information in writing is not possible, please contact {insert name and phone number of contact officer}.

Yours sincerely

{INSERT FULL NAME}

{Insert designation of officer delegated authority to grant exemption}

{Insert school or region or office name}

# DATE: \_\_\_/\_\_\_/\_\_\_