**Notice to student – remaining semester allocation (4 or less semesters of state school remaining OR student who is repeating a year)**

{Insert date of notice}

{Insert name of student}

{Insert address}

Dear {insert name of student}

**Re: Your remaining allocation of state education**

**(Delete paragraphs for the option that is not applicable)**

**Option 1 – for a student with 4 or less semesters of state education remaining**

Under section 63 of the *Education (General Provisions) Act 2006*, I am obliged to inform you that at the end of this school year you will have only {insert number} semesters of state education remaining.

According to departmental records, your state education commenced on {insert date} in {insert year}, and by the end of this school year you will have a remaining allocation of {insert number} semesters of state schooling.

If you feel that this information is incorrect or you would like to discuss options for your remaining semesters of allocation or request additional semesters, please contact {insert name of officer} to organise an appointment.

**Option 2 - for a student who has repeated a year**

I refer to my approval for you to repeat a year of schooling at {insert school name} on {insert date}.

Given this approval, under section 64 of the *Education (General Provisions) Act 2006*, I am obliged to provide you with written information about your remaining allocation of state education.

I have determined that at the end of this school year you will have {insert number} semesters of state education remaining, if you choose to use them.

Yours sincerely

{Insert name of principal}

**Principal**

{Insert name of school}

COPY:

Parent (if appropriate)