Documents held in schools – notification letter

Date:

Applicant’s Name

Title

Address

Dear (Applicant)

I refer to your request to access documents held in *“[insert name school]”*

You requested [insert description of documents requested].

[choose the appropriate response below].

Option 1: I have located relevant documents which are enclosed.

Option 2: I have located relevant documents and would like to make a time for you inspect them in person. [insert date and time].

Option 3: Unfortunately we were unable to locate any relevant documents.

Option 4: I have determined that it is not appropriate for these documents to be released to you. You can lodge a request for access to the information under the IP or RTI Act (whichever is applicable).

Manager, Information Release  
Legal and Administrative Law Branch  
Department of Education and Training  
PO Box 15033, City East Q 4002  
Phone: 07 3513 5870

The cost for processing your request is: [insert amount].

Please forward payment to: [insert address].

Yours sincerely

[insert name]

**Principal** [select one]

[insert name of school]