[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]

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

I am pleased to advise that your application has been considered and all enrolment requirements have been met. Your application has now been referred to me for processing. I would appreciate if you could contact me to discuss [student name]’s enrolment and any arrangements needed to ensure they are able to attend our school.

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.qed.qld.gov.au/attachment/application-for-student-enrolment-form.pdf) which will be reassessed.

We look forward to welcoming [student name] to the school and working with you to ensure they achieve their full potential.

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.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