**REGIONAL DIRECTOR REFERRAL TO DIRECTOR-GENERAL (OR DELEGATE)**

**RE EXCLUSION OF {INSERT NAME OF STUDENT}**

**FROM {INSERT NAME STATE SCHOOL}**

I have noted and considered the Principal of {insert name of school}, {insert name of principal}’s referral regarding the exclusion of {insert name of student} from certain Queensland state schools (being all state schools except schools of distance education). Pursuant to section 298 of the *Education (General Provisions) Act 2006* (Qld), the Chief Executive or their delegate may exclude a student from certain Queensland state schools, or all state schools, if the Chief Executive or their delegate is reasonably satisfied a ground exists for the exclusion. Accordingly, I hereby refer this matter to you.

After deliberating the facts and circumstances related to the exclusion of {insert name of student}, I:

[ ]  support that the student be excluded only from {insert name of school};

[ ]  support that the student be excluded from the certain state schools in my region:

* {insert names of state schools from which you recommend the student be excluded}

[ ]  support that the student be excluded from all Queensland state schools (except schools of distance education);

[ ]  do not support the decision to exclude the student from {insert name of school} *or* all Queensland state schools (except schools of distance education).

I have made this decision for the following reasons:

* {Insert reasons}

Yours sincerely

{Insert name of Regional Director}

**Regional Director**

{Insert name of region}

{Insert date}

Enc: Copy of {insert name of student} exclusion records from {insert name of school}

{Any documentation that provides evidence in support of claims made in respect to student, including mature age students, criminal history}