*Use the template below to request further information from the Police Information Centre. Requests must be emailed to* *PIC.EAUSupervisors@police.qld.gov.au*

**SUBJEC**T: Requesting further information from QPS for prospective mature age student at <insert school name>

Dear Manager

I have recently received a criminal history for a prospective mature age student under section 175D or section 175E of the *Education (General Provisions) Act 2006* (Qld) (the Act).

In accordance with section 175F of the Act, I request further information about this individual’s criminal history in order to make a determination regarding whether the enrolment of this individual at this school may pose an unacceptable risk to the safety or wellbeing of members of the school community*.*

I would appreciate it if you could provide a written report with the following information at your earliest convenience:

* a brief description of the circumstances of each conviction or charge for an offence mentioned below; and
* information about the outcome of a charge for each offence mentioned below <delete if not applicable in the circumstances>.

The details of the person and their offences are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSON ID** {EQ ID} | **NAME** | **DOB** | **OFFENCE** | **DATE OF OFFENCE** |
|  |  |  |  |  |
|  |  |  |  |  |

Please provide the requested information to <insert school’s dedicated mature age email address>.

If you require any further information, please contact me directly on <insert Principal phone number>.

Yours sincerely

<insert Principal name>

Principal – <insert school name>

Date xx/xx/xx