To be printed on school letterhead

Date

Regional Director name

Regional Director

Address

Fax Fax number

Dear Regional Director name

I am requesting that you support appropriate action being taken under s.341 of the *Education (General Provisions) Act 2006* against name of person of address of person.

I am of the opinion that s/he has:

Clearly state the grounds, facts, and circumstances for this request. Refer to section 341 of the Act.

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I ask that you support progression of my request to the Director-General [or delegate].

Please find attached the following information which is relevant to this matter:

1. An outline/description of incident/s that has triggered this request.

2. File notes, diary notes, letters and other records from me as Principal and/or other person/s relating to this or previous encounters.

3. Copies of any previous written directions under sections 336, 337, 339 and 340.

4. Witness statements.

5. History of police contact.

6. Other relevant material.

Thank you for your consideration of this matter.

Yours sincerely

Principal name

Principal

School name