**PRINCIPAL REFERRAL TO REGIONAL DIRECTOR**

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

**FROM {INSERT NAME OF SCHOOL}**

**SCHOOL DETAILS**

**Name of School:**

**Address:**

**STUDENT DETAILS**

**Surname: Given Names:**

**Date of Birth: Year Level:**

**Home Address:**

**Parent’s Name (where applicable):**

After deliberating the facts and circumstances related to my decision to exclude {insert name of student} from {insert name of school}, I have decided to refer for your noting and progression to the Director-General (or delegate) for their consideration, the decision to exclude {insert name of student} from certain Queensland state schools (being all state schools except schools of distance education).

It is my belief that exclusion under chapter 12, part 3, division 3 of the *Education (General Provisions) Act 2006* (Qld) is inadequate to deal with {insert name of student}’s disobedience, misbehaviour, conduct or risk.

I have made this decision for the following reasons:

* {Insert reasons}

Yours sincerely

{Insert name of principal}

**Principal**

{Insert name of school}

{Insert date}

Enc: Copy of student’s proposed exclusion notice

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