*Use the template below to remind a student about their obligation to provide the school a criminal history change notice when their criminal history changes*

**SUBJECT**: Reminder – you are obliged to notify the school if there is a change in your criminal history

Dear <insert student name>

As a mature age student enrolled in a mature age state school you must complete the [Criminal history change notice](https://ppr.qed.qld.gov.au/attachment/mature-age-student-criminal-history-change-notice.docx) if there has been a change in your criminal history (s.175K of the *Education (General Provisions) Act 2006* (Qld)).

A change to criminal history includes any charge or conviction made against you in Queensland or elsewhere. For an adult who does not have a criminal history, there is taken to be a change in their criminal history if they acquire a criminal history.

Failure to disclose a change in your criminal history, or the provision of false or misleading information, is an offence ([maximum penalty – 20 penalty units](https://www.qld.gov.au/law/crime-and-police/types-of-crime/sentencing-fines-and-penalties-for-offences/)).

You must complete the Criminal history change notice after a change in your criminal history and provide it to me before you next attend the school or participate in the school’s educational program.

Following this disclosure, I will conduct a risk assessment to determine if your attendance at this school poses an unacceptable risk to the safety and wellbeing of the school community and you will be advised of the outcome.

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