



Submission Guide

Periodic Review Submission

Guide to making a periodic review submission to the Director-General

What is a periodic review submission?

You can only make a periodic review submission if you have been **permanently excluded**. You are allowed to make one submission to the Director-General in each calendar year after you have been excluded until the end of the calendar year in which you turn 24. If you make a submission, the decision will be reviewed by the Director-General, or his/her delegate, and consideration will be given as to whether you should be allowed to enrol again.

Who can make a submission?

- Students or their parents may make a submission.
- Someone can help prepare a submission with your permission (e.g. solicitor, social worker).
- If you need help making the submission you can also contact your regional case manager.
- If you want to make a submission by talking to someone about your reasons rather than writing a letter, please contact your local Department of Education, Training and Employment regional office.

What should I include in my submission?

Your submission should explain why your attendance at Queensland state schools is no longer a risk to others at school. In your submission you can talk about:

- any new information about the incident
- any outcomes of programs undertaken, court hearings etc
- what has changed that makes your attendance no longer a risk to others at school.

An example of a submission is shown on the next page. This is just a guide. Yours may look different.

What happens with the information I provide?

Any information you provide in this submission will be used by the Director-General, or their delegate, to review the decision about excluding you and may be passed on to other departmental staff.

Where should I send my submission?

The exclusion letter indicates the address to which submissions should be sent.



EXAMPLE

SUBJECT: Periodic Review Submission Against the Director-General’s Decision

Name of student	
School	
Region	
Date of exclusion letter from Director-General	

Reasons for submission:

Other information and facts in support of the submission:

Signature of person making the submission: _____

Date: _____