# New South Wales Department of Education – Public Schools logo Sample letter 4

[School letterhead]

[Date]

[Name of parent or carer]  
[Address]

## Notification of receipt of application to enrol

Dear [name of parent or carer]

Thank you for your application to enrol your child, [name of child], in Year 7 at [name of school] next year.

Your application will be reviewed and processed as a matter of priority. If it is accepted, an official confirmation of enrolment will be sent to you. In some circumstances we may need to follow up with you on some aspect of the information you have provided in your application. If this is the case, we will contact you.

Please contact the school immediately if your circumstances change and you no longer wish to proceed with this enrolment. We will then be able to offer this vacancy to another student on our waiting list.

If you have any questions or need any further assistance, please contact [name of school person who will deal with enquiries, telephone number]. If you need an interpreter to assist you, you may call the Telephone Interpreter Service on telephone number 131 450 and ask for an interpreter in your language. The interpreter will call the school and will stay on the line to assist you with your conversation. You will not be charged for this service.Yours sincerely

[name of principal]

Principal