**Template letter – eligible staff (put on school letterhead)**

**Healthcare and allied health professional**

**(DET regionally employed/school based)**

*Employee will also require evidence of Australian Health Practitioner Regulation Agency (AHPRA) registration*

Dear vaccine provider,

**CONFIRMATION OF EMPLOYEE ELIGIBILITY FOR COVID-19 VACCINATION**

I write to confirm that that the employee presenting this letter is a healthcare or allied health professional employed by *[insert name of school]*.

According to advice I have received from Diocese of Ballarat Catholic Education Limited, Australian Health Practitioner Regulation Agency (AHPRA) registered nurses and allied health workers in clinical and non-clinical roles in schools are eligible to receive a COVID-19 vaccine at state-run vaccination centres.

Please find attached supporting information from the Victorian Department of Health.

Kind regards,

[Principal name and signature]

[School name]

[Date]

**Template letter – eligible staff (put on school letterhead)**

**Employee supporting a child with an underlying medical condition or significant disability in a school**

Dear vaccine provider,

**CONFIRMATION OF EMPLOYEE ELIGIBILITY FOR COVID-19 VACCINATION**

I can confirm that the employee presenting this letter is employed by *[insert name of school].*

According to advice I have received from Diocese of Ballarat Catholic Education Limited, teaching and support employees in schools are eligible to receive a COVID-19 vaccine at state-run vaccination centres if they work directly with students (within 1.5 metres of students for more than 15 minutes) living with a specified underlying medical condition or significant disability.

Please find attached supporting information from the Victorian Department of Health.

Kind regards,

[Principal name and signature]

[School name]

[Date]