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| **DATE**  **Request received** | **APPLICANT NAME** | **INFORMATION REQUESTED**  **Brief description only required** | **DECISION**  **Approved/Denied** | **INFORMATION PROVIDED or REASON REFUSED**  **If refused, refer applicant to Information Access Unit website for further information www.det.nsw.edu.au/information-access** | **AUTHORISED OFFICER\***  **Name & title** | **DATE Completed** |
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