

SAMPLE STUDENT SUSPENSION NOTIFICATION LETTER

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: \_\_\_\_\_

Dear Parent:

You are hereby notified that on \_\_\_\_\_, \_\_\_\_\_  
was given written notice of intent to suspend him/her from school. Following an informal  
hearing on \_\_\_\_\_, \_\_\_\_\_ has been  
suspended from school for \_\_\_\_\_ day(s). The suspension begins on  
\_\_\_\_\_ and is scheduled to end on \_\_\_\_\_.  
\_\_\_\_\_ is expected to return to school on \_\_\_\_\_.

During this suspension \_\_\_\_\_ is not permitted to be on school property or  
to attend or participate in any curricular, extracurricular, or other school activities.

The reasons for the suspension are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You have the right to appeal this decision to the Board of Education or its designee, to have a  
hearing before the Board or designee, to request that the hearing be held in executive (private)  
session, and to be represented in the appeal hearing by a representative of your choosing.  
Please notify the Superintendent, in writing, no later than five days from date of this notice if you  
wish to appeal the suspension.

If you have any further questions or concerns regarding this matter, please contact me.

Sincerely,

Principal

cc: Superintendent  
Treasurer  
Student's Discipline File

[Adoption Date: July 21, 1999]