

Date: _____

Dear Parents (or Guardian):

I tried to call you _____, but was unable to reach you. This letter is to inform you that you son/daughter, _____, is being suspended for _____ days beginning on _____.

This suspension is being imposed for: (description of the offense)

Because of the seriousness of the misconduct, I will be recommending that the Superintendent schedule an expulsion hearing before the School Board. The Superintendent will be in touch with you shortly.

During the suspension, _____ is not allowed on school grounds or at school activities.

Please do not hesitate to call me if you have any questions about this letter or _____'s status during the suspension.

Sincerely,

Barbara Adams
Principal

Cc: File
Superintendent