

Date: _____

Dear Parents (or Guardian):

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

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

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

Prior to _____'s readmittance to school, we ask that you and _____ plan to meet with me to discuss the situation. My secretary, Lucy Curtis, will be calling you shortly to schedule a meeting.

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