

Date: _____

Dear Parents (or Guardian):

This will confirm our telephone conversation on _____, in which I informed 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.

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