

**NOTICE OF SUSPENSION
(FOR UNDER 10 SCHOOL DAYS)**

*(Parent or Guardian)
(Address)*

Dear *(Parent or Guardian)*:

Your child, *(Name)*, has been suspended from *(name of)* School for *(number of)* days for the following misconduct and/or violation of district or school rules or regulations:

(Describe)

Your child has had the charges of misconduct explained to him/her and has been given the opportunity to disagree with the charges and the suspension. It has been determined that your child committed the act(s) in question and should be suspended.

Your child may return to school on *(date)*. Make-up work (will or will not) be given for this time ¹. While suspended, your child may not come on any school campus except with you for the purpose of discussing conduct. If you have any questions, please call.

Sincerely yours,

Principal
(or Superintendent)

¹ If the student is suspended more than five days, the district is required to provide an educational plan for core curriculum classes.