

INTENT TO SUSPEND FROM SCHOOL

Date \_\_\_\_\_

School \_\_\_\_\_

To the Parent/Guardian of:

Student Name \_\_\_\_\_

Student Address \_\_\_\_\_

\_\_\_\_\_

Dear Parent/Guardian:

This letter is to inform you that your student \_\_\_\_\_  
Student Name

(Student # \_\_\_\_\_) may be suspended from school for the offense of

\_\_\_\_\_ which occurred on \_\_\_\_\_.  
Offense Date

A hearing will be held at the school on \_\_\_\_\_ at \_\_\_\_\_.  
Date Time

You and your student will have the opportunity to discuss the incident and your student may explain what occurred at that time.

Due to the continuing threat to persons or property or an ongoing threat of disrupting the educational process, your student was removed from school on \_\_\_\_\_ and should not return  
Date

to school until the suspension hearing is held.

Sincerely,

Principal