

INTENT TO SUSPEND FROM BUS

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 riding the school bus 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 the school bus on _____ and should not
Date

ride the school bus until the bus suspension hearing is held. **However, your student is still expected to attend school every day.**

Sincerely,

Principal