

(Bus Suspension Letter)

Date

Mr. and Mrs.
Address
City, State, Zip Code

Dear _____,

This letter is to inform you that _____ has been suspended from bus riding privileges for _____ days. This suspension is the result of _____

_____.

I attempted to talk with you on _____ at _____:_____ AM/PM to explain the situation to you.

- A. Normally I try to reach all parents by telephone about suspension. If I was unable to reach you, please call me at your earliest convenience.
- B. I talked with you on _____ at _____:_____ AM/PM to explain the situation.

If you have any questions concerning this action, please do not hesitate to call me.

Sincerely,

cc: Transportation Director
Bus Discipline Officer
Bus Driver
Student File
Principal/Designee

Attachment: Copy of Student Suspension Notice