

**(Short-Term Suspension Letter)**

Date

Mr. & Mrs. \_\_\_\_\_  
Address  
City, State, Zip

Dear \_\_\_\_\_

This letter is to inform you that \_\_\_\_\_ has been given a **short-term suspension** from school effective \_\_\_\_\_ through \_\_\_\_\_. This short-term suspension is the result of \_\_\_\_\_.

**Insert A or B:**

- A. I attempted to speak with you on \_\_\_\_\_ at \_\_\_\_\_ AM/PM to discuss this situation in hopes that we can work together to bring about a positive resolution to the problem. Because we were unable to reach you, I am asking that you call me at your earliest convenience to discuss this matter. I may be reached at \_\_\_\_\_.
  
- B. I spoke with you on \_\_\_\_\_ at \_\_\_\_\_ AM/PM and discussed this situation with you in hopes that we could work together to bring about a positive resolution to the problem.

Educational services have been provided to \_\_\_\_\_(Name) by his/her teacher(s) and can be accessed electronically or directly through the teacher(s). Your student will also have the opportunity to make up any assignments or assessments missed upon return.

Students on suspension cannot be on the school grounds or at any extracurricular event without prior permission from an administrator.

If you feel aggrieved by this action, you may request an informal conference with the principal for the purpose of resolving the grievance. If you are not satisfied with the building level conference outcome, you may, upon two (2) school business days' prior notice, present your written and/or oral grievance to the District Hearing Officer.

Please note this short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal or his designee elects to postpone such action.

Sincerely,

Name  
Principal

Cc: Superintendent  
District Hearing Officer  
Transportation Supervisor  
Director of Special Services (if relative)  
Student File