

SAMPLE LETTER FOR SUSPENSIONS OF UP TO 5 SCHOOL DAYS

(SCHOOL LETTERHEAD)

Dear <parent name>:

Please be advised that we have found it necessary to suspend your son/daughter student name from attendance in school. This action is taken under the authority of the *School Act*, Sections 6, 26 and 85. A copy of the relevant sections is attached for your information.

The reason for this suspension is _____.

<student name> is suspended for a period of _____ days and is entitled to return to school on the following date day month year.

When a student has been suspended from school he/she is not allowed on any School District property during regular school hours or for extra-curricular activities after school hours, unless permission has been obtained from the principal or vice-principal prior to the activity.

<student's name> record of discipline will be made available to you.. If you have any questions or concerns regarding this suspension of up to five (5) days, please contact me at <phone number>. If the matter is not resolved to your satisfaction, you may also contact the Assistant Superintendent, <name> at <phone number>.

Yours truly,

(Administrative Officer)

cc: Principal <if applicable>
Assistant Superintendent
Student File