(Sample Form) NOTICE OF SUSPENSION (Date)

(Name of Parent or Guardian) (Address) (City, State, Zip)

Dear (Parent or Guardian)

(<u>Name of Student</u>) has been suspended from (<u>name of school</u>) for (<u>number of days</u>) commencing on (<u>date</u>).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

 , at
 on

 (Name of Administrator)
 (Time)
 (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after <u>[date]</u>.

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56