

NOTICE OF INTENT TO SUSPEND

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Parent or Guardian

\_\_\_\_\_  
Address

Dear \_\_\_\_\_:

You are hereby advised that it is my intent to suspend you. The reason(s) for the suspension is (are) as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The suspension will be for \_\_\_\_ school days, commencing \_\_\_\_\_ and ending on \_\_\_\_\_. If school is closed for any reason during this period, you are not to return to school until the \_\_\_\_ days have been served. From the time you are suspended, you are not to be on school property for any reason or attend any school-related activity or event.

You have the right to explain your conduct. Please notify me immediately if you desire an opportunity to do so, and a meeting will be scheduled for this purpose.

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator

I hereby acknowledge receipt of this notice of intended suspension.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student