

**SUPERINTENDENT'S MEMORANDUM
APPEAL CONFERENCE**

Student: _____

Date and Time of Conference: _____

Persons Present: _____

Policy, Rule, or Regulation Violated: _____

Summary of Conduct: _____

Student's Response: _____

Decision (if student is to be suspended, set forth length of suspension and beginning date): _____

Factors considered in decision: _____

Date

Signature