

**NOTICE OF SUPERINTENDENT'S ACTION
PURSUANT TO APPEAL TO SUPERINTENDENT**

TO: _____ DATE: _____
(Name of Parent or Guardian)

SUBJECT: _____
(Name of Student)

Please be advised that pursuant to the appeal conference before the superintendent, the following action is hereby taken¹:

- 1. No action _____
- 2. Out-of-school suspension for _____ days beginning _____
- 3. Out-of-school suspension for balance of this semester _____
- 4. Out-of-school suspension for balance of this semester and succeeding semester _____
- 5. Other (describe) _____

You have previously been advised of the reason(s) for the out-of-school suspension. Further, you are advised that, pursuant to Title 70, Section 24-101.3 of the Oklahoma Statutes, as amended, and school district policy, you are entitled to a hearing before the board of education, if the superintendent's action is adverse to you. If you desire a hearing, please notify this office or the clerk of the board in writing within five (5) days of your receipt of the superintendent's decision.

Superintendent

Receipt acknowledged this _____ day of _____, 2____.

Parent or Guardian

Student

¹ NOTE: Any out-of-school suspension time already served will be applied to this action.