

**NOTICE OF OUT-OF-SCHOOL SUSPENSION HEARING  
BEFORE THE BOARD OF EDUCATION**

TO: \_\_\_\_\_  
(Name of Parent or Guardian)

SUBJECT: \_\_\_\_\_  
(Name of Student)

DATE: \_\_\_\_\_

Please be advised that pursuant to your request as received by the superintendent or the clerk of board of education, a hearing before the \_\_\_\_\_ Board of Education has been set for \_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_, in the board conference room, at which time evidence will be heard and a final determination rendered as to the action taken by the administration of this school.

Please contact me if you have any questions.

\_\_\_\_\_  
Superintendent