

**MIDDLE SCHOOL/HIGH SCHOOL SUSPENSION NOTICE**

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

SUBJECT: Suspension

TO: The parents of \_\_\_\_\_ (Name of Student)

Your child has been suspended from \_\_\_\_\_ Middle School/High School for \_\_\_\_\_ days. He/she cannot return to regular classes until \_\_\_\_\_ (date).

Following is a brief description of the incident that resulted in the suspension.

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

I have informed your child of his/her right to appeal this decision to the Superintendent of Schools if he/she feels that this action is incorrect.

\_\_\_\_\_  
Principal

Copy received by \_\_\_\_\_  
Student's Signature