

**NOTICE OF PRELIMINARY INFORMAL CONFERENCE
ON A PROPOSED SUSPENSION**

(date)

Mr. and Mrs. _____

Address _____

Dear Mr. and Mrs. _____:

Please be advised that your child _____, has been charged with a violation of school regulations, to wit:

That _____, while a student in _____ school, did on _____ (date), perform an act which has been deemed to be an assault upon a teacher, and did cause injury to said teacher.

No action has been taken thus far. You are advised that an informal conference has been scheduled for _____ (date and time) in the principal's office at _____ school, at which time you and your child are requested to be present in an effort to resolve the matter.

Sincerely,

(name and title)
(school)

(enclose a copy of student rules with letter)
(send letter by certified mail)