## (Sample Form) NOTICE OF SUSPENSION (Date)

(Name of Parent or Guardian) (Address) (City, State, Zip)
Dear (Parent or Guardian)
( <u>Name of Student</u> ) has been suspended from ( <u>name of school</u> ) for ( <u>number of days</u> ) commencing on ( <u>date</u> ).
The grounds for suspension are:
Briefly, the facts that have been determined are:
The testimony received was:
An administrative conference to determine the above was conducted before
, at on (Name of Administrator) (Time) (Date)
pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.
The plan of readmission is:
Alternative educational services in the form of homework will be available to be picked up at the school after[date]
While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.
If you have any questions, please call.
Sincerely,
Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56