

(Sample Form)
NOTICE OF SUSPENSION

FORM #506

(Date)

(Name of Parent or Guardian)

(Address)

(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date). 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