**SUSPENSION/EXPULSION FORM LETTER TEMPLATE**

Please use school letterhead – ***template in effect March 9, 2023***

**[DATE]**

**[PARENT(s) NAME]**

**[PARENT(s) MAILING ADDRESS]**

Dear Mr. and Mrs. **[PARENT(s) NAME]**,

This is to advise you that pursuant to the provisions of Section 36 of the *Education Act* of Alberta and The Palliser School Division Administrative Procedure 351: Student Discipline and Suspension, Administrative Procedure 340: Student Code of Conduct, and Administrative Procedure 310: Safe and Caring School Environments, your **(son, daughter, ward)**, **[STUDENT NAME]**, age **[AGE NUMBER]** years, a student in grade **[GRADE NUMBER]** was placed under suspension for the following reason:

***(here describe in detail the offence(s) for which the student was suspended)***

Specifically, **[STUDENT NAME]** has been suspended for **[NUMBER OF DAYS]** day**(s)** effective **[DATE]**.

***(Choose one of the appropriate statements below):***

1. We request your attendance for a re-entry meeting on **[DATE]**. Please make arrangements with the Principal by calling the School at **[SCHOOL PHONE NUMBER]**. Until then, **[STUDENT NAME]**, is not able to attend school, ride the bus, be on the school grounds, or attend or take part in any school-related activities.
2. **[STUDENT NAME]**'s suspension is for 5 days and a recommendation for expulsion is being made to the Superintendent. This request will be heard and ruled on by the Appeal Committee of the Board of Trustees. The Superintendent shall advise you as to the date, time, and place of the hearing to which you and **[STUDENT NAME]** will be requested to attend. You have the right to be represented by legal counsel or an advocate. [**STUDENT NAME]** is not to attend school, ride the bus, be on the school grounds, or attend or take part in any school-related activities until the expulsion hearing takes place and a decision is rendered.

Yours truly,

**[PRINCIPAL SIGNATURE]**

**[PRINCIPAL NAME],** Principal