

**NOTICE TO SUPERINTENDENT OF POSSIBLE SUSPENSION:  
PREKINDERGARTEN THROUGH THIRD GRADE STUDENT**

TO: Superintendent or her Designee

FROM: Principal

DATE:

Please be advised that on *(date)* \_\_\_\_\_ I held a hearing to determine whether to impose a suspension on *(name of student)* \_\_\_\_\_, who is in grade \_\_\_\_\_.

After considering all of the information and documentation, I have decided to impose an out-of-school suspension upon the student for \_\_\_\_\_ days. The reason for this suspension is set forth in the Notice of Suspension Determination attached to this letter.

Very truly yours,

School Principal

Enclosures – Notice of Suspension

DATE RECEIVED BY SUPERINTENDENT'S OFFICE: \_\_\_\_\_

cc: Quadrant Office  
Robert Pezzella, School Safety Liaison