
(month, day, 201_)

(Parents)

(Address)

RE: (Student) – Short Term Suspension

Dear (Parents):

As noted, your son has been suspended from school for ___ days due to his action (describe) which violate school rules. He is entitled to certain due process as relates to the deprivation of attending school and in that regard, he has been told of the charges against him and has been afforded an opportunity to respond to those charges. If you wish to discuss this matter further with me, please feel free to contact me during business hours at the school district.

Very truly yours,

Superintendent/Principal