Notice of Short-Term Suspension

Date
Incident #: #

Parent/Legal Guardian Name
Parent/Legal Guardian Address
Tucson, Arizona 857 last 2 numbers of zip
Dear Parent/Legal Guardian Name:

Student Name has been suspended from school for # days beginning Date and ending Date for conduct in violation of the TUSD Guidelines for Student Rights and Responsibilities as follows:

Violation(s): Violation Names
Date of Incident: Date
Description of Student Name Conduct in Violation of the Guidelines: Description of Suspended Student’s Conduct in Incident

The above named student may not visit any District school or site during the term of suspension without prior consent from the suspending administrator.

Homework has been requested and may be picked up in the School Office. Additional homework packets will not be provided until the initial packet(s) has been returned for grading. Students on suspension who complete such assignments will be allowed a reasonable time to make up tests upon returning to school.

If you disagree with the decision to suspend, please see JK-R1 Short-Term Suspension (attached), for an explanation of how to request a review.

Sincerely,

Suspending Administrator Name
District Administrator

Copies to: Student Equity Student Cumulative File Principal