Memorandum
Recommendation for Expulsion

Date: Date

To: The Superintendent

From: Principal Name, Principal

Re: Student Name, Matric #, Grade

As a result of a long-term suspension hearing held on Date, the Hearing Officer determined the above named student violated the Guidelines for Student Rights and Responsibilities as follows:

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

The Hearing Officer extended the initial suspension which began on Date through End Date of Long-term Suspension for a total suspension of # of Days school days. I recommend that an expulsion hearing be held for this student.

Copies to: Parent/Legal Guardian