

TUCSON UNIFIED SCHOOL DISTRICT

School Name
School Address
City, State, Zip
Phone Numbers

Notice of Short-Term Suspension

Date

Incident #: #

Parent/Legal Guardian Name

Re: Student Name, Matric: #

Parent/Legal Guardian Address

Grade: #, Gender: M/F, Ethn: Code,

Tucson, Arizona 857 last 2 numbers of zip

Ex Ed: Y/N 504: Y/N

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