

SAMPLE EXTENSION OF SUSPENSION LETTER

[Date]

[Parent's Name]

[Address]

Re: Extension of Suspension of Student

Dear Parent:

Following a review of the facts surrounding the incident of [date], as superintendent's designee for the district, I am considering the extension of the suspension of [student's name] and I am considering recommending expulsion. I would appreciate it if you would attend a conference to discuss the possible extension of suspension and recommendation to expel your child on [date and time] in my office.

Very truly yours,

Superintendent's Designee