

BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
SOLE SUPERVISORY DISTRICT  
FRANKLIN-ESSEX-HAMILTON COUNTIES

**ACTION OF BUILDING PRINCIPAL ON REMOVAL OF A STUDENT FROM CLASS**

This form was received by me on \_\_\_\_\_ (date) at \_\_\_\_\_ (time).

- I informed the person in parental relationship to the student of the student's removal as well as the reason(s) for removal.
- A copy of the notification is attached.
- The written notification was given within 24 hours of the removal.
- Written notice was given as follows:

Personal Delivery  
Express mail to the last known address(es) of the parent or person in parental relationship to the student  
Other (Must be reasonably calculated to assume receipt of the notice within 24 hours of the removal)


- Proof of service is attached.

Did the student and the person in parental relationship request an informal conference to discuss the reason(s) for removal?

Yes		No	
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If an informal conference was requested, complete the following:

- The conference was held within 48 hours of the student's removal from class
- The informal conference was held on: \_\_\_\_\_ (Date/time/place)

Those present were:

- The reason(s) for removal are as stated on the reverse: *(summary of what was said)*
- The student as well as the person in parental relationship were given an opportunity to present the student's version of the relevant events. The following was stated:

Building Principal:	Date:
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*(Signature)*

I designate \_\_\_\_\_, a school administrator, to act in my behalf regarding this matter.

Building Principal:	Date:
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*(Signature)*

