

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

**PRINCIPAL NOTIFICATION OF STUDENT'S REMOVAL FROM THE
CLASSROOM AND FOR AN INFORMAL CONFERENCE**

TO: _____ (*Student*)
_____ (*Person in Parental Relationship*)

You are advised that in accordance with Education Law §3214 (3-a), the following student was removed from the classroom:

Name of Student:	
Name of Teacher Who Removed the Student:	
Duration of Removal from the Classroom by the Teacher:	

Under the provisions of Education Law §3214 (3-a), the student has been removed from a classroom. The person acting in a parental relationship to the student, or the student, may request that they be provided an informal conference with the Building Principal or designee to discuss the reason(s) for the student's removal. If at the conference the student denies the charges, there shall be provided an explanation of the basis for the removal and the student will be allowed to present his or her version of the relevant events.

If you desire to have such a conference, you must advise me within the next day or two, using the attached form, of your request. You may contact me at (518) 483-5230 if you desire a conference. If I do not receive such request today, I shall assume you do not intend to have an informal conference.

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(Date) *(Building Principal)*