

BOARD OF COOPERATIVE EDUCATIONALSERVICES
SOLE SUPERVISORY DISTRICT
FRANKLIN-ESSEX-HAMILTON COUNTIES

SAMPLE LETTER

PRINCIPAL SUSPENSION-FIVE DAYS OR LESS

To: _____(Student)

_____(Person in Parental Relationship)

I have suspended _____, a student at _____ for a period of _____ days, from _____ to _____ under the provisions of Education Law § 3214 (3)(b).

A description of the incident(s) which resulted in the suspension is as follows:

The suspended student and the person in parental relationship to such student, on request to me, will be given an opportunity for an informal conference with me at which time either the student or person in the parental relationship may present the student's version of the event and may ask questions of the complaining witnesses.

If you desire this informal conference, I may be contacted at _____ between the hours of 8:00 A.M. – 4:00 P.M. If I am not available when you call, leave your name and number and I shall return your call.

Date

Building Principal

cc: District Superintendent
Deputy Superintendent