

### NOTICE OF OUT-OF-SCHOOL SUSPENSION

Date: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dear \_\_\_\_\_:

\_\_\_\_\_ has been suspended from \_\_\_\_\_  
(Student Name) (School)

for \_\_\_\_\_  
commencing on \_\_\_\_\_ (Date).

The grounds for suspension are: \_\_\_\_\_  
\_\_\_\_\_

Briefly, the facts that have been determined are: \_\_\_\_\_  
\_\_\_\_\_

The testimony received was: \_\_\_\_\_  
\_\_\_\_\_

An administrative conference to determine the above was conducted on \_\_\_\_\_  
(Date)

at \_\_\_\_\_ before \_\_\_\_\_, pursuant to *Minnesota Statute*  
(Time) (Name of Administrator)

§§121A.40–121A.56, a copy of which is enclosed.

The plan for re-admission is: \_\_\_\_\_  
\_\_\_\_\_

Alternative educational services in the form of homework will be available to be picked up at the school after \_\_\_\_\_ (date).

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct. If you have any questions, please call.

\_\_\_\_\_  
(Administrator)

\_\_\_\_\_  
(Phone)