

(date)

(parent name)
(parent address)
(city, state zip)

Dear Parent,

As a result of (his/her) actions and violation of the (student behavior policy) of the (district name or school name) , your son/daughter, (student name) has been suspended from school. Your child has been given due process protections that are provided to all students.

The suspension begins on: (date)

(Student name) may return to school on: (date)

Your child has been identified as a student with an IEP. This suspension constitutes a change of placement under federal special education regulations. Therefore, the Procedural Safeguards Notice, which outlines your rights, is enclosed with this letter.

The district is offering a Free and Appropriate Public Education based on the recommendations of the IEP team as follows:

Location:

Date/Time:

If a different date/time is needed, please contact me, otherwise I will assume your child will be in attendance.

If you have any questions, please contact me.

Sincerely,

(administrators name)
(school)
(district)

Enclosure

