

_____ date _____

Dear Principal _____,

My child, _____, is a _____ grade student at your school, _____

_____. I write to request clarification regarding my child's suspension.

On _____ date _____ at approximately _____ time _____ AM/PM, I received a telephone call from _____ title and name _____, informing me that my child was suspended from school, effective immediately.

In the spirit of collaboration, I invoke my rights under state and federal law and request:

1. **written notice** of the charges against my child *within 24hrs of the suspension proposal & via express mail/personal delivery* [N.Y. Educ. Law § 3214(3)(b)(1); 8 NYCRR § 100.2(h)(4);
2. a copy of my child's Office Discipline Referral Reports and Behavior Detail Report *within 45 days* [34 CFR § 99.10];
3. an **immediate informal principal's conference** [N.Y. Educ. Law § 3214(3)(b)(1)]
 - a. with the following "complaining witnesses" _____ title and name _____; and
 - b. to consider the following **alternatives to suspension** [Code of Conduct at 15]
 - in-school suspension community service guidance conference
 - student support team referral to arrange _____
 - credit recovery program referral substance abuse counseling referral
 - restorative conferencing between _____
 - community conflict-resolution: restorative conference / conflict-coaching / mediation
 - community supports and services: mentoring program / _____
4. appropriate **"alternate instruction"** *by the fourth school day* [N.Y. Educ. Law § 3214(3)(e)]
 - a. in-person tutoring, by a certified teacher, for a minimum of one hour per day (grades K-6) / two hours per day (grades 7-12); and
5. a **return conference** *on the date of return* that includes—at minimum—you, the school guidance counselor, my child, and me.

I look forward to meeting with you within the next 24 hours.

Sincerely,

Parent Name

Parent Phone

Parent Email