

_____ date _____

Dear Principal _____,

My child, _____, is a _____ grade student at your school, _____
_____. 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. I understand that you have referred my child for a long-term/formal/
superintendent's suspension, but:

- I have yet to receive anything in writing from Superintendent Williams regarding said hearing.
- The hearing is not scheduled until _____ date _____, by which time my child would have missed _____ school days.

Under state law, a principal may not suspend a child from instruction for longer than five school days. *See* 8 NYCRR § 3214(3)(b)(1). After that time, the student may return to regular instruction until the superintendent holds a hearing. *Id.* § 3214(3)(c)(1). Simply scheduling the hearing is not enough to keep a child out of school.

In light of my child's clear legal entitlement, my child has returned to instruction today and will remain until their superintendent's hearing takes place.

Sincerely,

Parent Name

Parent Phone

Parent Email