



SHORT TERM SUSPENSION NOTICE

Date: _____

Student Name: _____

Student Number: _____

Date of Birth: _____ Grade: _____ Student Age: _____ Sex: _____

Address: _____

Phone: _____

Parent/Guardian's

Name: _____

Left message on machine No answer Talked to Parent/Guardian

Dear Parent/Guardian,

It is my duty to inform you that your child has violated one or more of the MAPCS Code of Conduct rules outlined in our student handbook. You child will be placed on a ____ day short term suspension. Your child will be able to return to school on ____/____/____.

A conference **IS REQUIRED** prior to return. *(please call to schedule an appointment)* .

A conference **IS NOT REQUIRED** prior to return.

BELOW IS A DESCRIPTION OF THE INFRACTION

Administrator:

Name/Title _____ / _____

Signature _____