502.3.A Sample Out-of-School Suspension Letter

SCHOOL LETTERHEAD

(Date)

Mr. and Mrs. Smith
113 Cranberry Lane
Lethbridge, AB

RE: Mary Smith
Date of Birth: January 1, 2000
Present Grade: 10
School Suspension: Thursday, May 14 and Friday May 15, 2015

Dear Mr. and Mrs. Smith:
This letter serves as official school suspension notification and is a follow-up to our telephone conversation this morning.

Mary is being suspended from school according to the School Act, and according to the suspension policy and procedures of Lethbridge School Division. The reason for the suspension is:

(reference to the specific school rule or policy when applicable)>>>>>>>>>>>>>>>>>>>>>
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