



**NOTICE TO SUPERINTENDENT OF POSSIBLE SUSPENSION:
PREKINDERGARTEN THROUGH THIRD GRADE STUDENT**

TO: Superintendent or his Designee

FROM: _____ Principal

DATE: _____

This notice is being provided consistent with 603 CMR 53.08(e).

Please be advised that on _____ I held a hearing to determine whether to impose a suspension on _____, who is in grade _____. After considering all of the information and documentation, I have decided to impose an out-of-school suspension upon the student for _____ days. The reason for this suspension is set forth in the Notice of Suspension Determination attached to this letter.

Sincerely,

School Principal

Enclosures – Notice of Suspension

DATE RECEIVED BY Directors OFFICE: _____