

MANTECA UNIFIED SCHOOL DISTRICT TEACHER'S NOTICE OF PUPIL SUSPENSION

SCHOOL: _____ TELEPHONE: _____

TO: School Principal and Parent

Pursuant to Education Code 48900, 48900.2, 48900.3, 48900.4

Name of Pupil	Gender	Grade
has been suspended from _____ on _____		
Name of Class	Date & Time of Suspension	
because: _____		

Pupil suspension is only from the class stated above. Attendance by the pupil is required at all other classes during the period of suspension.

The period of suspension is for:

- _____ 1. The remainder of the period in which the suspension occurred.
- _____ 2. The remainder of the period in which the suspension occurred and the same period on the following school day.

You are requested to attend a parent-teacher conference regarding the suspension of your child at _____ on _____ at _____

Time	Date	Location
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If another time is more convenient, please telephone the undersigned teacher to arrange a meeting as soon as possible. _____
Telephone No.

Date Signature of Teacher

DETACH AND RETURN TO: SCHOOL PRINCIPAL (Only if you wish to have an administrator present at the parent-teacher conference)

REQUEST FOR ADMINISTRATOR ATTENDANCE AT SUSPENSION CONFERENCE

I, the undersigned parent of _____, request that a school administrator
Name of Pupil

attend the Parent-Teacher Conference regarding the _____ suspension from the class of
Date

Name of Teacher

Date Signature of Parent