

**SAMPLE MEMO
EXPULSION MEMO FROM PRINCIPAL TO SUPERINTENDENT**

SCHOOL LETTERHEAD

TO: **(Name)**
 Superintendent of Schools

FROM: **(Principal Name)**
 Principal **(School Name)**

DATE:

RE: Expulsion of **(Student's Name)**

On **(Date)**, **(Student's Name)** a **(# grade)** student **(specify behavior)**. I met with **(Parent/Guardian Name)** and informed them of their rights in reference to School Board policies 5.30 and 5.34. **(Student's Name)** has been suspended for 10 days in compliance with Board Policy effective **(Date)** through **(Date)**.

Due to the seriousness of this offense, I am recommending that **(Student's Name)** be expelled for **(Period of Expulsion)**. **(Parent/Guardian and Student Names)** accepted and signed a **(Settlement Agreement or Deferred Expulsion Agreement)**.

C. Dr. Linda Post, District Discipline Coordinator