

**SAMPLE LETTER -
STUDENTS WITH DISABILITIES (SWD) EXPULSION
SCHEDULE MANIFESTATION DETERMINATION**

SCHOOL LETTERHEAD

(Date)

(Parent/Guardian Name)

(Student Name)

(Address)

(City, State, Zip)

RE: Notification of Suspension and Request for Expulsion

Dear **(Parent/Guardian Name)**:

On **(date)**, **(student first & last name)** engaged in **(describe behavior)**.

This offense is considered a serious breach of student conduct. I **(or name of designee)** met with **(student name)** regarding the reasons for consideration of disciplinary action. **(Student name)** was given an opportunity to explain his/her side of the situation. **(Student name)** admitted responsibility for **(misconduct)** -or- **(student name)** denied responsibility. As a result of my investigation, I determined that he/she was responsible for **(misconduct)**.

Offense as stated in the Code of Student Conduct _____

Number of days suspended _____

Inclusive dates of suspension _____

Return to school _____

Parent conference requested _____ Yes _____ No

Date/Time of conference _____

Due to the seriousness of this offense, I am recommending to the Superintendent that **(student name)** be expelled for **(entire length of time)**.

Prior to continuing this recommendation, you and your child are requested to attend a Manifestation Determination Meeting on **(date, time, place/at a time to be determined)**. The purpose of this meeting is to review the behavior, your child's IEP/504 plan, and to determine if the behavior is related to the disability. This will inform you of your child's rights and any possible consideration to continue the educational process within Sarasota County Public Schools or other placements.

During the period of suspension, **(student name)** is not to be on any school campus or at any school-sponsored activity regardless of location. We will provide assignments during the suspension period, and it will be the responsibility of the student to make up work missed while on suspension.

You may feel free to contact me upon receipt of this letter if you have any questions.

Respectfully yours,

(Principal's Name), Principal

C: Student Discipline File
Counselor
ESE Liaison