



# DENVER PUBLIC SCHOOLS

School Name

## PARENT/GUARDIAN NOTIFICATION LETTER OUT-OF-SCHOOL SUSPENSION UP TO FIVE DAYS

Today's Date

Student's First Name  
Student's Middle Name  
Student's Last Name  
Parent's/Guardian's Name  
Address  
City  
State  
Zip

Student ID  
Date of Birth  
Grade

Parent's/Guardian's Phone

Date of Incident

Reason for Suspension (Conduct title found on matrix)

Start Date of Current Suspension

Days of Suspension

End Date of Current Suspension  
(Pay close attention to weekends and school holidays)

The above named student has been suspended from school for the reason and dates shown. A conference has been scheduled for at \_\_\_\_\_ for \_\_\_\_\_. To review the suspension or reschedule the appointment, please call \_\_\_\_\_ at \_\_\_\_\_. Please request homework for your student by contacting \_\_\_\_\_ at \_\_\_\_\_. During this suspension, the student is not to be on any Denver Public Schools property without permission of the principal or designee in charge. During this suspension, students shall be allowed to earn equivalent grades and credits if they complete the required coursework. The school will provide make-up work during the suspension period. Students and parents also have the right to appeal the suspension. Please see Section 6-5 of BOE Policy JK-R.

This suspension will be counted towards declaration of the student as habitually disruptive.

Yes

No