 click and insert date

 click and insert names of parent and  click and insert name of student

 click and insert street address of parents

 click and insert city, state and zip code of parents

Dear  click and insert names of parent and  click and insert name of student:

I am writing to inform you that I am recommending that the emergency exclusion of your student be expended. On \_\_\_\_ the principal notified you of the decision to exclude your student on an emergency basis. The principal asked you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and noted that your student would be allowed to return to school only after the district received written confirmation that your student does not pose a threat to the students and/or staff at the school or that the extreme disruption of other students could be prevented. As we have not yet received the required communication, I am proposing to extend your student’s emergency exclusion until such time as the district does receive this information.

As you know, the district has arranged for your student to continue school work via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Those arrangements will continue throughout the emergency exclusion from school.

You have to opportunity to request a hearing to challenge continued exclusion. I have enclosed a copy of the school district’s protocol related to emergency exclusions for your convenience and a hearing request form.

I remain hopeful that we will be able to re-admit your student to school safely in the near future. If you have questions about the exclusion, please call.

Sincerely,

Superintendent

Enclosures:

Hearing Request Form

Emergency Exclusion Procedures