

[Date]

Dear Administrator
CC Office Manager

I am writing to formally notify you that, in accordance with California Education Code Section 48910, I am suspending [Student's Full Name] from my [Grade/Class Name] class. This suspension will be in effect from [Start Date of today] to [the following day].

The reason for this suspension is [specific reason]. On [date of incident], [Student's Name] engaged in [briefly describe the incident or behavior, e.g., repeated physical altercations with peers despite prior warnings and disciplinary actions]. This behavior has disrupted the learning environment and has continued despite previous interventions.

As required, I will be reaching out to [Student's Name]'s parent/guardian as soon as possible to schedule a parent-teacher conference regarding the suspension. This meeting will provide an opportunity to discuss the incident in detail, review the student's behavior, and develop a plan for reintegration into the classroom.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]
[Your Position]
[School Name]