

Your Name
Street Address
City, State, Zip Code
Telephone number
E-mail Address

Date

Administrator's Name
Title
School Name
School Address
City, State, Zip Code

Re: Request for information on the suspension of your child's name

Dear Mr./Ms. Administrator's Last Name,

My child was recently disciplined by suspension. As you know, the Cal Ed. Code § 48900 was amended to ensure that a student in kindergarten through 5th grade, and until 2025 those in 6th through 8th grade, are not suspended solely for disrupting school activities or willfully defying authority.

Please send me written notification of the specific section(s) of the California Education Code that the district is claiming my child violated and the reasons the district suspects my child of these infractions.

Thank you for your prompt response.

Sincerely,

Your name, relation to child