**Educational Services for Exclusion of 1-5 School Days  
(Short-Term Suspension or Emergency Expulsion)**

Directions: 1. Deliver letter personally, by email, or by postal mail as soon as reasonably possible after exclusion.

2. Deliver to student in his or her primary language.

**[Date]**

**[Parent First & Last]**

**[Address line]**

**[Address line]**

**Re: Educational Services During [Short-Term Suspension -OR- Emergency Expulsion]**

Dear **[Student] and [Parent]**:

On **[date]**, \_\_\_\_\_\_\_\_\_ School District (“District”) provided your student with written notice that he or she has been **[short-term suspended -OR- emergency expelled]** from the District for **[number less than six (6)]** school day(s), from **[list date range]**. All students subject to **[short-term suspension -OR- emergency expulsion]** are entitled to the opportunity to receive educational services during that discipline. This letter provides notice of the educational services the District is offering during your student’s discipline.

**[Employee name]** will be the point of contact regarding educational services during the discipline and will contact the student to discuss the educational services being offered. **[Employee name]** can be reached at **[phone]** or **[email]**; please contact **[employee name]** with any questions.

The District is offering your student the following educational services:

* **[Employee name(s)]** will provide your student with course work and homework from all of his or her subjects or classes.
* **[Employee name]** is available to provide support to keep your student current with assignments and course work.
* Your student will have an opportunity to make up any assignments and tests missed during this discipline.
* **[If applicable]** The District will provide your student with transportation to **[destination]** toallow participation in the educational services offered.
* **[If applicable]** The District will provide your student with **[list technology]** to allow participation in the educational services offered.
* **[List any applicable special education services or accommodations that will be offered]**.

The District is offering the opportunity to access these educational services at **[describe setting, such as at home or alternative setting such as one-on-one tutoring at District building or online learning]**.

**Please contact [employee name]** **with any questions about the educational services being offered.**

Sincerely,

(Building principal or designee)

cc: