**Educational Services for Exclusion of 11 or More School Days  
(Long-Term Suspension or 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 [Long-Term Suspension -OR- Expulsion]**

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

On **[date]**, \_\_\_\_\_\_\_\_ School District (“District”) provided your student with written notice that he or she has been **[long-term suspended -OR- expelled]** from the District for **[number greater than 10]** school day(s), from **[list date range]**. All students subject to **[long-term suspension -OR- 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:

* **[Describe the educational services offered to student during a long-term suspension or expulsion, in accordance with District policy and procedure; services must comply with WAC 392-121-107]**
* **[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: