**Educational Services for Exclusion of 6-10 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.

3. Make a reasonable attempt to contact the student or parents within three school business days following start of discipline and periodically thereafter to coordinate the delivery and grading of course work and communicate with the student, parents, and teachers about the student’s academic progress.

**[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 between 6 and 10]** 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]** will coordinate the delivery and grading of course work, which will occur **[describe frequency (e.g., daily, every other day, etc.) required to keep the student current]**.
* **[Employee name]** is available to provide support to keep your student current with assignments and course work.
* **[Employee name]** is available to discuss your student’s academic progress during the discipline.
* 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: