

Request for Conference and Review of a Short-Term Suspension

Submit to School Principal within three (3) days

TO: _____ *Principal*
 _____ *School*

DATE: _____

FROM: _____ *Parent/Guardian*
 _____ *Student*
 _____ *Grade*
 _____ *Address*
 _____ *Phone*
 _____ *Email*

I wish to review the short-term suspension imposed by the school for the following reason(s):

Charlotte-Mecklenburg Schools procedures, as outlined by the *Code of Student Conduct*, were not followed. Please explain.

The level of disciplinary action was not consistent with the *Code of Student Conduct*. Please explain.

The evidence does not support the claim that my student committed this rule violation. Please explain.

I am requesting a conference and a review of the decision to suspend my student.

This review form must be submitted to the principal within three (3) days or the decision becomes final. Within three (3) days of the receipt of your request, the principal will meet with the parent and report the decision of the review in writing.

If a parent disagrees with the Principal decision, the parent(s) may request, in writing, a review of the suspension to the Learning Community Superintendent. This form can be utilized to request the review.