

# SUSPENSION APPEAL APPLICATION

A suspension appeal is a due process hearing which gives the opportunity for a Parent / Custodian or Student to present evidence why an Administrator erred in assigning a suspension to a student.

**SECTION ONE**

Student Name (Please print) \_\_\_\_\_

Student's school \_\_\_\_\_ Grade \_\_\_\_\_

Student's Address \_\_\_\_\_

Name of Legal Custodian(s) \_\_\_\_\_

Address of Custodian (if different) \_\_\_\_\_

Phone #'s of Legal Custodian: Home \_\_\_\_\_ Work \_\_\_\_\_

Length of Suspension \_\_\_\_\_ Dates of Suspension: From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**SECTION TWO**

**Reason student was suspended** (additional pages may be attached):

As explained to you by the school administrator: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As explained to you by the student: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did the administrator follow the proper procedures in assigning the suspension? Please check Yes or No for each question.

YES	NO	REQUIRED STEPS IN ASSIGNING A SUSPENSION
		Was the student given a written Notice of Intended Suspension form?
		Was the student given an opportunity to discuss his/her behavior with a school administrator?
		Was a written suspension letter sent or given to the family?
		Did the student misbehave in a manner that violated a section of the Student Code of Conduct?

**SECTION THREE**

You have the right to be represented at this hearing by an attorney or spokesperson.

Will you be represented at the hearing by a third party? (Please check one) \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, Name of representative \_\_\_\_\_ Phone # of representative \_\_\_\_\_

You may present the testimony of witnesses at the hearing. Will you be having any witnesses to present testimony on your behalf at the hearing? (Please check one) \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, Name(s) and phone number(s) of witnesses you will arrange to have present at the hearing. (Attach additional pages as necessary.)

NAME	PHONE NUMBER

**Turn this page over and continue completing the form on other side.**

