

[Date]

Dear _____[Superintendent]:

Pursuant to NCGS 115C-391(c), I hereby request permission to suspend _____
[name] for _____ days [in excess of ten days], effective
_____ [date]. I recommend he/she be suspended for violation of the
following school and/or School Board discipline code(s)/policy(ies):

[list violations]

Copies of School Board Policies JGDA and JGDA-R have been forwarded to the
parent(s)/guardian(s) of _____ [name]. Please appoint a hearing officer to
determine whether or not the charges listed above can be substantiated.

Sincerely,

[Principal]

c: [Parent(s)/Guardian(s)]

APPROVED BY BOARD
AND EFFECTIVE 6/27/94
REVISED 11/3/94