



(Date)

(Name of Parent/Student)

(Address)

Re: (Name of Student)

BD: (Birthdate)

Grade: (Grade Level)

Dear ()::

The Administrative Hearing Panel of SIATech (School Site Location) will meet on (Day of Week), (Date) at (Time), at (Place) located at (Hearing Location Address), to discuss the disciplinary issue of (Date of Incident), involving (Name of Student). Specific behavioral violations, which will be addressed at this meeting will be:

(Cite Specific Behavior Violation Here)

At this hearing, all invited parties will have an opportunity to present all pertinent factual information and evidence relating to that incident, in order to enable the panel to reach the most appropriate decision. Therefore, it will be necessary for (Name of Student) to attend the meeting with you.

In addition, if you wish to present oral and documentary evidence on (Student's) behalf at this meeting, including any witnesses, you may do so. Please contact me in advance at (Phone # and/or e-mail address) to inform me of any additional person(s) who might be in attendance.

Due to the serious nature of the offense(s), the panel will consider an appropriate disciplinary action, including but not limited to expulsion from SIATech. The hearing panel's recommendation will be forwarded to the Board of Directors in executive session, where a final decision will be made upon a thorough review of the panel's recommendation.

If I can be of further assistance, please do not hesitate to contact me.

Sincerely,

(Principal's Name)

(Title, Site Location)