



(Date)

Parent/Student Name
Home Address

RE: Administrative Hearing for (Name of Student)

Dear ()::

Thank you for your participation in the Administrative Hearing Session held on (Date of Hearing). The Hearing Panel carefully reviewed all presented facts, documents and evidence, and after a thorough discussion made the decision to expel (Name of student) from SIATech (Location).

As a result, (Name of Student) may not be admitted to any SIATech program through (Month/Year) or be allowed to be present on the SIATech campus at any time and for any reason. Additionally, (he/she) is not permitted to attend any school-sponsored activities during this period.

I appreciate your support and involvement, and if I can be of further assistance, please feel free to contact me.

Sincerely,

(Principal's Name)
(Title, Site Location)