

Name of Student Suspended

Grade

School

Date

Suspension

Number of Suspension Days

Return Date:

LEE COUNTY SCHOOLS SUSPENSION CHECKLIST

Principal letter to Student

- #1 Letter Short Term Suspension (Short Term Suspension)
#2 Letter STS 1st Off SFT Student (Short Term Suspension - 1st Offense SAFTE)
#3 Letter EC STS 1st Off Safe Stud (Short Term Suspension - 1st Offense SAFTE EC)
#4 Letter EC STS Student EC PLC CHG (Short Term Suspension - EC Change of Placement)
#5 Letter LTS Alt PLC Student (Long Term Suspension - Alternative Placement-SAFTE)
#6 Letter LTS Alt PLC Student (Long Term Suspension-Alternative Placement)
#7 Letter EC LTS Alt Plc EC Student (Long Term Suspension - Alternative Placement EC)
#8 Letter LTS NO ALT Plc Student (Long Term Suspension - No Alternative Placement)

Initial
Referral
EC
504

Principal letter to Parent

- #9 Letter Short Term Susp Par Letter (Short Term Suspension)
#10 Letter STS 1st Off SFT Parent (Short Term Suspension - 1st Offense SAFTE)
#11 Letter EC STS 1st Off SFT EC PAR (Short Term Suspension - 1st Offense SAFTE)
#12 Letter EC STS Parent EC PLC CHG (Short Term Suspension - EC Change of Placement) (No SAFTE)
#13 Letter LTS 2 Off Safe prt alt p (Long Term Suspension - 2nd Offense SAFTE)
#14 Letter LTS Alt Plc Parent (Long Term Suspension - Alternative Placement)
#15 Letter BEC LTS Alt Plc Ec Parent (Long Term Suspension - Alternative Placement EC)
#16 Letter LTS NO Alt Plc Parent (Long Term Suspension - No Alternative Placement)

Principal letter to Superintendent

- #17 Letter Princ req Lg-Trm Alt PLC (Long Term Suspension - Alternative Placement)
#18 Letter Princ req Lg-Trm & Bg (Long Term Suspension - Alternative Placement EC)
#19 Letter Pr req Super LtTrm No Alt (Long Term Suspension - No Alternative Placement)
#20 Letter Pr req Super LgTrm/NoAlt (Long Term Suspension - No Alternative Placement EC)
#21A Letter Prin to Super 1st (1st Offense SAFTE) and Alternative Placement
#21B Letter Principal to Superintendent (SAFTE)
Student academic records (if 1st semester also include previous history from cumulative folder)
Attendance Record
Complete disciplinary records (current year)
Copy of disciplinary referral
BSA recommendation
Contact with BSA Principal - Date of Contact
EC Student - Date of manifestation and/or 504 meeting
SAFTE recommendation
SAFTE agreement signed
Statements or anecdotal records (info related to student's academic/attendance/behavior history, including any behavioral contracts, administration statements, student statements, interventions)

Comments/Notes: