

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Suspension: \_\_\_ Short Term \_\_\_ Long Term Number of Days: \_\_\_\_\_ Return date: \_\_\_\_\_

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### **EC Department Only**

Student \_\_\_ is \_\_\_ is not identified as EC or under 504. Initial: \_\_\_\_\_

Student \_\_\_ is \_\_\_ is not in the referral process for EC and/or 504 services Initial: \_\_\_\_\_

### **Short Term Suspension**

\_\_\_ Student Letter Short Term Suspension

\_\_\_ Parent Letter Short Term Suspension

\_\_\_ Copy of Discipline Referral Form

### **Short Term Suspension 1st Offense SAFTE**

\_\_\_ Student Letter Short Term Suspension 1st Offense SAFTE

\_\_\_ Parent Letter Short Term Suspension 1st Offense SAFTE

\_\_\_ Superintendent Letter - 1st Offense SAFTE

\_\_\_ Copy of Discipline Referral Form

\_\_\_ SAFTE Recommendation Form (signed by parent and student)

### **Short Term Suspension 1st Offense SAFTE (EC or 504)**

\_\_\_ Student Letter Short Term Suspension 1st offense SAFTE (EC or 504)

\_\_\_ Parent Letter Short Term Suspension 1st offense SAFTE (EC or 504)

\_\_\_ Superintendent Letter - 1st offense SAFTE (EC or 504)

\_\_\_ Copy of Discipline Referral Form

\_\_\_ SAFTE Recommendation Form (signed by parent and student)

### **Long Term Suspension Alternative/no alternative placement**

\_\_\_ Student Letter Recommendation for LTS-Alternative/no alternative placement

\_\_\_ Parent Letter Recommendation for LTS-Alternative/no alternative placement

\_\_\_ Superintendent Letter-LTS-REG ED-Alt/No Alt Plcmnt

\_\_\_ Copy of Discipline Referral Form

\_\_\_ Notice of Appeal of Long Term Suspension Recommendation & Request for Hearing

\_\_\_ Student Academic Information

\_\_\_ Student Attendance Record

\_\_\_ Student Behavior Record (discipline incidents)

\_\_\_ Bragg Street Academy Referral

\_\_\_ Date of Contact with Bragg Street Academy Principal: \_\_\_\_\_

\_\_\_ Any MTSS documentation of strategies and interventions

**Long Term Suspension Alternative/no alternative placement (EC or 504)**

- Student Letter Recommendation for LTS ALT/NO ALT PLCMNT(EC/504)
- Parent Letter Recommendation for LTS ALT/NO ALT PLCMNT(EC/504) (IEP or 504 team decision based upon manifestation determination meeting)
- Superintendent Letter-LTS-EC-no manif-Alt/No Alt Plcmnt (decision based upon manifestation determination meeting)
- EC/504 - Date of Manifestation and/or 504 meeting: \_\_\_\_\_
- Letter to Superintendent with outcome of manifestation meeting
- Copy of Discipline Referral Form
- Notice of Appeal of Long Term Suspension Recommendation & Request for Hearing
- Student Academic Information
- Student Attendance Record
- Student Behavior Record (discipline incidents)
- Bragg Street Academy Referral
- Date of Contact with Bragg Street Academy Principal: \_\_\_\_\_
- Any MTSS documentation of strategies and interventions

**Long Term Suspension Alternative/no alternative placement SAFTE Violation**

- Student Letter-LTS-Add Rule 17-Alt Plcmnt (SAFTE Violation)
- Parent Letter-LTS-Add Rule 17-Alt Plcmnt (SAFTE Violation)
- Superintendent Letter-Recomm for LTS-Add Rule 17 AP (SAFTE Violation)
- Copy of Discipline Referral Form
- Notice of Appeal of Long Term Suspension Recommendation & Request for Hearing
- Student Academic Information
- Student Attendance Record
- Student Behavior Record (discipline incidents)
- Bragg Street Academy Referral
- Date of Contact with Bragg Street Academy Principal: \_\_\_\_\_
- Any MTSS documentation of strategies and interventions

**Long Term Suspension Alternative/no alternative placement SAFTE Violation (EC or 504)**

- Student Letter Recommendation for LTS-Alternative/no alternative placement SAFTE violation
- Parent Letter Recommendation for LTS-Alternative/no alternative placement SAFTE violation (EC or 504 team decision based upon manifestation determination meeting)
- Superintendent Letter-LTS-Alternative/no alternative placement SAFTE violation EC or 504 team decision based upon manifestation determination meeting
- EC/504 - Date of Manifestation and/or 504 meeting: \_\_\_\_\_
- Letter to Superintendent with outcome of manifestation meeting
- Copy of Discipline Referral Form

- Notice of Appeal of Long Term Suspension Recommendation & Request for Hearing
- Student Academic Information
- Student Attendance Record
- Student Behavior Record (discipline incidents)
- Bragg Street Academy Referral
- Date of Contact with Bragg Street Academy Principal: \_\_\_\_\_
- Any MTSS documentation of strategies and interventions

**COMMENTS/NOTES:** \_\_\_\_\_  
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