

Louisiana Department of Education  
**SUSPENSION/EXPULSION REPORT**

THE PURPOSE OF THIS FORM IS TO INFORM PARENTS/GUARDIANS OF A BEHAVIORAL INCIDENT ON THE SCHOOL CAMPUS, IN THE CLASSROOM, CAFETERIA, GYMNASIUM, AUDITORIUM, ELSEWHERE AT SCHOOL-RELATED ACTIVITIES, AND OF SUBSEQUENT DISCIPLINARY ACTION TAKEN BY SCHOOL OFFICIALS BECAUSE THIS OR OTHER INCIDENTS MAY JEOPARDIZE THE SAFETY, WELL-BEING OR EDUCATION OF OTHER STUDENTS. PARENTS ARE URGED TO DISCUSS THE INCIDENT AND POSSIBLE IMPLICATIONS WITH THE STUDENT TO PREVENT FURTHER OCCURRENCES.

NAME OF STUDENT \_\_\_\_\_ RACE \_\_\_\_\_ SEX \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE/SECTION \_\_\_\_\_ REG ED \_\_\_\_\_ SP ED \_\_\_\_\_

DATE: \_\_\_\_\_ NAME OF PRINCIPAL: \_\_\_\_\_

**NATURE OF INCIDENT (S):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**ACTION TAKEN BY SCHOOL ADMINISTRATOR**

HELD CONFERENCE WITH STUDENT ON \_\_\_\_\_ (DATE)  STUDENT REPRIMANDED  
 CONTACT PARENT GUARDIAN ON \_\_\_\_\_ (DATE)  HELD CONFERENCE WITH PARENT/GUARDIAN ON \_\_\_\_\_  
 STUDENT ASSIGNED TO DETENTION ON \_\_\_\_\_ (DATE)  OTHER (DESCRIBE) \_\_\_\_\_

ASSIGNED TO IN-SCHOOL SUSPENSION FROM \_\_\_\_\_ TO \_\_\_\_\_

THE ABOVE-NAMED STUDENT MAY RETURN TO REGULAR CLASS \_\_\_\_\_.

SUSPENDED FROM SCHOOL FROM \_\_\_\_\_ TO \_\_\_\_\_

THE ABOVE-NAMED STUDENT MAY RETURN TO REGULAR CLASS \_\_\_\_\_.

MANDATORY PARENT CONFERENCE \_\_\_\_\_  
 (DATE) (TIME)

THIS IS THE STUDENT'S 1<sup>ST</sup> 2<sup>ND</sup> 3<sup>RD</sup> 4<sup>TH</sup> (CIRCLE ONE) SUSPENSION)

LOUISIANA LAW PROVIDES THAT A STUDENT **MAY** BE RECOMMENDED FOR EXPULSION AT ANY TIME FOR ANY SERIOUS VIOLATION OF SCHOOL REGULATIONS AND **SHALL** BE RECOMMENDED FOR EXPULSION ON THE FOURTH SUSPENSION. ANY PARENT OF A PUPIL SUSPENDED SHALL HAVE THE RIGHT TO APPEAL TO THE PARISH SUPERINTENDENT OF SCHOOLS, WHO SHALL THEN CONDUCT A HEARING ON THE MERITS.

RECOMMENDED FOR EXPULSION

\_\_\_\_\_  
 (DATE)

\_\_\_\_\_  
 (SIGNATURE OF PRINCIPAL)

**COMMENTS BY STUDENT, PARENT/GUARDIAN**

\_\_\_\_\_  
 (DATE)

\_\_\_\_\_  
 (SIGNATURE OF STUDENTS, PARENT/GUARDIAN)