# Recommendation for Student Exemption from the Expulsion Process

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| **Student** | **Student #** | **Date of Birth** | **Gender** | **Grade** | **School of Attendance** |
|       |       |       |        |       |       |

**Step One:** Fill out the information below and send completed form to the Coordinator of Progressive Discipline

Behavior Education Plan Violation(s):

Date(s) of BEP Violation(s):

Student’s Primary and Secondary Disability:

Reason for Review:

Principal and/or Assistant Principal Signature:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_**

**Step Two**:*Basis of Knowledge and Review*- Principal or Assistant Principal will consult with the Assistant Director to review student’s records. Assistant Director will either approve or not approve the recommendation for exemption and forward decision to the Expulsions Review Team.

 *To be completed by Assistant Director*

Assistant Director reviewed the records and the recommendation for exemption to the expulsion process is:

**[ ]  Approved** **[ ]  Not Approved**

If approved or not approved, please explain: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not approved, is the student recommended for expulsion?

**[ ]  Yes [ ]  No**

If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Step Three**: Upon the Expulsions Review Team’s signatures, the Assistant Director has consulted with the building principal/assistant principal, and other staff as appropriate, to review the student’s records. The building principal/assistant principal will be responsible for providing the Assistant Director and Expulsion(s) Review Team with the information that support the conditions necessary for the exemption. The Assistant Director will then review and verify that the conditions for exempting a student from the MMSD expulsion process are met.Expulsion(s) Review Team signatures:Karen Kepler, Chief of Schools OperationsJohn Harper, Executive Director  |