

## BUILDING LETTERHEAD



## DATE

Dr. Aaron Johnson, Superintendent of Schools  
 West Irondequoit Central School District  
 District Office

Dear Dr. Johnson:

I request a Superintendent's Hearing be scheduled for **STUDENT FULL NAME**. **STUDENT FIRST NAME** is a **AGE**-year-old **GRADE LEVEL** student at **SCHOOL BUILDING NAME**. The reason for the suspension is insubordination and conduct that otherwise endangers the safety, morals, health, or welfare of themselves and others. Specifically, on or about **DATE, CHARGES**. This is a violation of the Code of Conduct, specifically, **CODE LANGUAGE AND PAGE**.

**STUDENT FIRST NAME** five-day out of school suspension will begin on **DATE** and extends through the end of the day on **DATE**.

Sincerely,

**PRINCIPAL NAME**  
**SCHOOL BUILDING** Principal

cc: **ASSISTANT PRINCIPAL**, Assistant Principal  
**COUNSELOR**, Counselor

*"West Irondequoit Schools Are Community Schools"*