

EXTENDED DAY PROGRAM
Probation Notice



School: _____

Date: _____

Dear Parent/Guardian:

RE: _____ (Child's Name)

Please be advised that your child has been placed on probation in the Extended Day Program for the following reasons:

We ask for your cooperation in resolving this problem in order to avoid suspending/expelling your child from the Extended Day Program. Please contact me to arrange for a conference to discuss this matter.

Sincerely,

Site Director's Signature

Contact Number

Principals' Signature

Contact Number

Please sign and return one copy to the Site Director. Thank you.

Student's Signature

Parent/Guardian's Signature

Date