NOTICE OF DISCIPLINARY ACTION (*Form 474*)

School:_____ **Date of Recommendation:_____**

Student Name:_____ **DOB: _____ Age: _____**

Sex: M_____ F_____ **Grade: _____** **Date of Infraction: _____**

IEP: Y ____ N____ 504: Y ____ N ____ **Infraction Type: _____**

Parent/Guardian: _____ **Telephone: _____**

Address _____

Dear Parent/Guardian:
The above named student has been recommended for the disciplinary action marked below:

_____ Suspension **_____ Hearing Office Conference** **_____Restorative Practices**

_____ Expulsion Recommendation **_____ Removal (SPED/504 Only)**

Brief explanation for disciplinary action: _____

RE-ADMIT CONFERENCE (Suspension Only)

Date/Time: _____ **Circle One: In-person / Telephone**
Parent/Adult designee to attend conference: _____
Note: All adult designees must be 21-years-old with proper ID.

_____ **_____**
Principal/Designee Signature **Date**

_____ **_____**
Parent/Guardian Signature **Date**

For School Administrative Use Only

Number of O.S.S. (including this suspension): _____ **Total days of O.S.S.: _____** **Number of I.S.S.:_____**

Date of parental contact: _____ **Date *Form 474* was mailed if unable to reach parent: _____**

Parent received a copy of Form #474 and Process for Appeal. Yes ____ No ____
Student was advised of infraction and basis for action. Yes ____ No ____
Student was given an opportunity to explain his/her version. Yes ____ No ____
Student received a copy of Form #474 Yes ____ No ____
Police Item Number: _____ School Security Report Included: Yes _____ No _____

Manifestation Determination Decision: Related_____ Not Related (Please explain below) _____
_____
_____