



Box 1809
Swift Current, SK S9H 4J8
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1 Day Suspension

Date

Re: daughter/son, GRADE, D.O.B.

Dear PARENT

I am writing to inform you that STUDENT is being suspended from school for a period of 1 day for (describe violation). This suspension is pursuant to section 154 of the Education Act and is effective on DATE. STUDENT may return to school on DATE.

STUDENT was observed _____ at the school by one of the staff members – (give description of the violation).

Please contact me if you have any concerns or questions regarding this matter.

Sincerely,

Principal

CC: Superintendent of Schools