

EXPULSION STANDARD LETTER

Insert School Letterhead

Date: _____

MEMORANDUM

TO: Superintendent of Education

FROM: School Administrator Name: _____

School Name: _____

SUBJECT: Student Expulsion

A Discipline Advisory Council (DAC) hearing convened for *Student Name:* _____, *Age:* _____, *Grade:* _____ was held on *Hearing Date:* _____, *Time:* _____, *Location:* _____. The Council found the student guilty of *behavioral offense:* _____, *date of the incident:* _____. The DAC supports the school's recommendation for expulsion. Attached are the required documents for your review and approval. Should you have any questions, please contact me. Thank you.

Name of Administrator (Print)

Signature of Administrator

Date

Disposition by the Superintendent of Education:

☐ **Approved**

The school shall officially withdraw the student using Code W24 in PowerSchool and the packet filed in the Student's Discipline Folder.

Expulsion Dates – From: _____ **To:** _____

Note: If the expelled student is of compulsory age, the school is required to provide an alternative education. Please review the MOU with DYA.

☐ **Disapproved**

☐ A meeting with student and parent is required for clearance before registering for any GDOE school; **OR**

☐ Student may automatically register after the term of expulsion.

The student shall satisfy all other conditions stipulated on the DAC Finding Form and the packet is filed in the Student's Discipline Folder. I further Instruct the following:

Superintendent of Education Signature

Date

Attachments:

☐ Expulsion Standard Letter

☐ Expulsion Request Summary for the Superintendent

☐ Alternative Education Plan for compulsory-age student

☐ Discipline Advisory Council Hearing Preparation Checklist – Signed by Administrator

☐ Copy Notice of Disciplinary Advisory Hearing – Signed by Parent

☐ Copy Consent for Persons to Attend DAC Hearing – Signed by Parent

☐ DAC Finding and Decision Form Signed by DAC Member

☐ Copy of the Office Discipline Referral (ODR) that resulted in the DAC being convened;

cc: Deputy Superintendent, ESCL

SSSD Administrator

Note: Original letter should be filed at school, and copy is filed at Student Support Services Division for central office packet.

(Revised 7/15/2025)

☐ Student Demographics (Student name, contact numbers, address and ethnicity)

☐ Copy of Statements by student/s and/or school personnel that are relevant to the incident

☐ Copy of historical records – discipline, attendance, academic of student

☐ Copy of Behavior Intervention Plan (if applicable)

☐ Completed Manifestation Documents – 504 and SPED students only (if applicable)