

Notice of Student Discipline Hearing

Date: [Insert Date]

To: [Student's Name]

Address: [Student's Address]

Dear [Student's Name],

This letter serves as formal notification of a disciplinary hearing regarding your conduct on [Insert Date of Incident]. The hearing will be held on [Insert Date of Hearing] at [Insert Time] in [Insert Location].

Purpose of the Hearing:

- To review the incidents that occurred on [Insert Date of Incident].
- To discuss possible disciplinary actions based on the findings.

You have the right to be accompanied by a parent, guardian, or legal representative during the hearing.

Please confirm your attendance by [Insert Date]. If you are unable to attend, you must provide a written explanation.

We look forward to your cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]