

Parental Notification for Disciplinary Meeting

Date: [Insert Date]

To: [Parent/Guardian Name]

Address: [Parent/Guardian Address]

Dear [Parent/Guardian Name],

We are writing to inform you that your child, [Student's Name], has been scheduled for a disciplinary meeting to discuss recent behavior that is not in accordance with our school's code of conduct.

Details of the meeting are as follows:

- Date: [Insert Meeting Date]
- Time: [Insert Meeting Time]
- Location: [Insert Meeting Location]

We believe that it is important for you to be present at this meeting to discuss the circumstances surrounding the situation and to explore possible resolutions. Please confirm your attendance by [Insert Confirmation Date].

If you have any questions or concerns, feel free to contact our office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]