<<PLACE ON SCHOOL’S LETTERHEAD>>>

August 14, 2017

Dear <<Parents name>>,

Given the severity of the act of <<behavior or violation>> by your <<son/daughter>>, <<Student Name>>, this letter is to inform you that <<Student Name>> is placed on probationary enrollment at <<School Name>> for the duration of the 2017-2018 school year.

Probationary enrollment means the all school policies outlined in the student/parent handbook must be followed for <<Student’s Name>>’s continued enrollment at <<School Name>>:

Any refusal to agree to follow school policies will result in <<Student’s Name>>’s immediate dismissal from <<School Name>>. School policies deals with both the personal safety and mental health of the entire school community, which is why these criteria for probationary enrollment are enacted. If you have any further questions, then please do not hesitate to contact me.

Sincerely,

Name

Principal