<<School Letterhead>>

April 1, 2014

Dear <<Parents Name>>,

As you know, <<School Name>> is dedicated to the development of the whole child within a Catholic community of faith and academic excellence. School policies and practices are formulated to achieve this mission. Specifically <<Insert School Policy Violated) outlined in the school handbook (page ##).

This letter is to inform you about the intervention plan that will be effective immediately. For your child(ren) to remain enrolled at <<School Name>>, you must adhere to the following:

1. List Intervention Steps (Reference School Handbook if necessary).
2. ...
3. ...

If for any reason you deem this plan unacceptable or deviate from it, your child(ren) will be subject to a school-mandated withdraw. All future school fees and charges will be waived. Please sign and return this form acknowledging your understanding and agreement to me by tomorrow, **<<Insert Date>>**.

Sincerely,

Mother Signature Date

Father Signature Date

Principal Name

*Principal*