

**TUCSON UNIFIED SCHOOL DISTRICT**

School Name  
School Address  
City, State, Zip  
Phone Numbers

Memorandum  
Recommendation for Expulsion

**Date:** Date

**To:** The Superintendent

**From:** Principal Name, Principal

**Re:** Student Name, Matric #, Grade

As a result of a long-term suspension hearing held on Date, the Hearing Officer determined the above named student violated the *Guidelines for Student Rights and Responsibilities* as follows:

**Violation(s):** Violation Names

**Date of Incident:** Date

**Description of Student Conduct in Violation of the Guidelines:** Description of Incident

The Hearing Officer extended the initial suspension which began on Date through End Date of Long-term Suspension for a total suspension of # of Days school days. I recommend that an expulsion hearing be held for this student.

Copies to: Parent/Legal Guardian