

Prevention & Student Placement

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SCHOOL DISCIPLINE REPORT

Please complete *either* (a) or (b) below:

- (a) Get an *original letter*, on school letterhead from the school where the student attended during the last two years. The letter should be signed by a school official giving a report to our District **whether or not** disciplinary actions (i.e., suspension, expulsion, etc.) were taken in any of the following areas: (1) **Safe school violations**, (2) **Truancy problems**, or (3) **Substance abuse or sales**. When applicable, the school should include the discipline or attendance report listing the dates and problems.
- (b) Fill in the following box including the signature of a school official and faxed it directly from the school with an attached discipline or attendance report (*if applicable*).

The student _____ has required disciplinary action in the following areas:

Safe School violations Truancy problems Substance abuse or sales None

Administrator's signature

Date