

**LETTER ADVISING OF PRINCIPAL'S DECISION NOT TO RECOMMEND  
EXPULSION AND WITHDRAWING SUSPENSION**

*(School Letterhead)*

*Date*

*Mr./Ms./Miss/Mrs. (Parent/Guardian's first name, last name)*

*Address*

Dear *[NAME OF PARENT OR NAME OF STUDENT IF THE STUDENT IS 18 YEARS OR OLDER OR IS 16 OR 17 YEARS OF AGE AND HAS WITHDRAWN FROM PARENTAL CONTROL]*:

Re: *[NAME OF STUDENT]*

Following the completion of the Principal's Investigation, I have decided that it is not appropriate, in the circumstances, to make a recommendation to the Board to expel *[YOU/NAME OF STUDENT]*.

Further, I have decided that in all of the circumstances, it is appropriate to withdraw the suspension, even though it has been served. I will be amending the record of the suspension to expunge all reference to it from the Ontario Student Record.

[If Principal wishes to set out reasons for this decision – e.g. evidence did not support the allegations, or mitigating or other factors came into play or decision to follow another strategy, set out these reasons here.]

Should you wish to discuss this matter, I will be pleased to arrange for a time for us to meet.

Yours truly,

Principal

cc: Superintendent;  
*[NAME OF STUDENT, IF STUDENT IS UNDER 18 OR IS 16 OR 17 YEARS OF AGE AND UNDER PARENTAL CONTROL]*