



In School Suspension Request

Date: _____ Time: _____ Hour: _____

Name of Student: _____

Teacher Signature: _____

Reason: _____

TEACHERS PLEASE DO THE FOLLOWING:

- ◆ Inform students to report directly to the ISS room.
- ◆ Send work as soon as possible.
- ◆ Mark the student absent (E) and send with your attendance.
(if they will be out of your class for more than 15 minutes)
- ◆ Make contact home today.
- ◆ If you would like the student to be seen by an administrator, complete a referral form.
- ◆ Send the student to ISS with this form
 - Or
 - Send the student to ISS and send another student with this form
 - Or
 - Send the student to ISS and call room 117 and send the form with the ISS Student or another student.