

Expulsion Check Off Sheet and Time Line

Step	ED. Code date	Date Done	Completed by	Check off
1. Student is suspended for violation of ED CODE 48900 offense: a. ED CODES violated: _____ b. Include in suspension notice: Pending expulsion c. Is the student SPED? i. Was the SELPA form filled out: _____ (Date) ii. Manifestation hearing scheduled (within 10 days): _____ (Date)				
2. Letter from Principal to Superintendent to extend the Suspension.			Within 3 school days of suspension date	
3. Letter from Principal to Superintendent to have student recommended for expulsion.			Within 10 days of manifestation determination	
4. Manifestation Determination (if SPED)			Within 10 school days of suspension	
5. Pre-Expulsion Meeting Date (Determined by District)				
6. Expulsion Hearing-Panel (Determined by District)- expulsion packet needs to be sent minimum of 10 days before the expulsion panel			Within 30 school days of suspension date	
7. Recommendation of the Hearing Panel: _____			Within 10 days of Expulsion Hearing	
8. Action taken by the School Board			Within 10 days of the Expulsion Hearing	
9. Date of Parent Contact of School Board Decision			Within 10 days of Expulsion Hearing	
10. Student's School of Attendance During Expulsion: _____				
11. Student's Rehabilitation Plan copy sent to the Administrator and SCCOE				
12. Expected return of Expelled Student				
13. Readmission Meeting Held				

Checklist of Expulsion packet:

1. _____ Student's Face Sheet
2. _____ Student's Attendance
3. _____ Student's Current Grades
4. _____ Student's Transcripts
5. _____ Student's Discipline Record
6. _____ Student's Intervention Record
7. _____ Incident report
 - a. _____ Suspension Notices
 - b. _____ Witness statements (translated if needed)
 - c. _____ Pictures
 - d. _____ Police Report
8. _____ Expulsion Check off form (with Narrative)
 - a. (If SPED psych needs a copy of file)

Letters needed/coming from district

1. _____ Letter to Superintendent to extend the Suspension (Principal → District → Parent)
2. _____ Letter to Superintendent Recommending Expulsion (Principal → District → Parent)

(All of the above is needed in Expulsion Packet Given to Student Support Services)

1. _____ Manifestation Determination (Notify Support Services → Schedule IEP with psych, parent, admin → SPED returns report to support services → Notify Superintendent of results)*
2. _____ Letter of pre-expulsion meeting (District → Parent and School)
3. _____ Expulsion Hearing (District → Parent and School)
4. _____ Panel Expulsion Determination (District → Parent and School)
5. _____ Letter of Board Date (District → Parent and School)
6. _____ Letter of Board Decision (District → Parent and School)
7. _____ Students Rehabilitation Plan (Panel/District)
8. _____ Readmission Status (District → School)

Links

1. [Letter to extend suspension to the superintendent](https://tinyurl.com/yd7hty4c)
https://tinyurl.com/yd7hty4c
2. [Letter to Recommend Expulsion to superintendent](https://tinyurl.com/ybdycnov)
https://tinyurl.com/ybdycnov
3. [Expulsion Check List](https://tinyurl.com/y8bn3f8f)
https://tinyurl.com/y8bn3f8f
4. [Expulsion Hearing Script](https://tinyurl.com/y9b3wyn4)
https://tinyurl.com/y9b3wyn4