

(On Charter School Letterhead)

[Insert Name] Superintendent
[Insert Name of District Office]
[Insert Address]

[Insert Date]

Re: Notice of Student Expulsion or Disenrollment
[Insert Pupil's Name], Pupil

Dear Superintendent **[Insert Name]**:

Pursuant to Education Code §47605(d)(3), please be advised that, as of **[Insert Date]**, pupil, **[Insert Pupil's Name]** has [been expelled/ disenrolled] from the **[Insert Name]** Charter School.

The above-mentioned pupil's last known address is as follows:

[Insert Pupil's last known address]

The Charter School will provide the **[Insert District Name]** District with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information regarding the pupil upon receipt of written request. Please mail all written requests to: [add contact name and address of charter school]

Sincerely:

[Insert Name]

Cc: Parent of Child
Student File