***(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