

## SECOND INSTANCE OF SUSPENSION

Previous Record of Misconduct : .....

.....

.....

Date & Time : .....

Nature of Misconduct : .....

.....

Action Taken : .....

.....

..... of class ..... is **suspended** from school for gross misconduct (mentioned above) from ..... to ..... He/she would report to the school authorities on .....

.....  
Signature of the Discipline Incharge

**Manju Malik**

Name of the Discipline Incharge : .....

**Principal**

Witnesses:

1. ....

2. ....

Signature

Signature

Name: .....

Name: .....

Designation : .....

Designation: .....

**Parents' Statement :** I have read the complaint against my ward ..... of class ..... My ward has been given two warnings earlier. First warning was issued to him/her on ..... and the second warning was issued on ..... Also in the first instance he/she was suspended from the school from ..... to ..... My ward ..... has **again** been **suspended** from the school from ..... to ..... and we have been asked to report to the school authorities on ..... I assure the school authorities that in future such misconduct will not be repeated. In case the misconduct is repeated he/she may be expelled from the school.

.....  
Signature of the Parent

Name of the Parent: ..... Relation: .....

Date: .....