Request for Removal of Student Discipline Referral, Suspension or O.T. from MiSiS

This form is to be completed when a Discipline Referral, Suspension or O.T. has been created in error (i.e. incorrect student or duplicate entry) or if a Suspension has been Appealed and Overturned by the Operations Administrator.

SCHOOL: _____ **LOCATION CODE:** _____ **DATE:** _____

Check one: ☐ Remove Entire Discipline Referral   ☐ Remove Suspension only   ☐ Remove O.T. only

Student Name (Last Name, First Name)		**10 Digit/District ID#**	
Referral ID #			
State the specific reason for removal request:			

Check one: ☐ Remove Entire Discipline Referral   ☐ Remove Suspension only   ☐ Remove O.T. only

Student Name (Last Name, First Name)		**10 Digit/District ID#**	
Referral ID #			
State the specific reason for removal request:			

Check one: ☐ Remove Entire Discipline Referral   ☐ Remove Suspension only   ☐ Remove O.T. only

Student Name (Last Name, First Name)		**10 Digit/District ID#**	
Referral ID #			
State the specific reason for removal request:			

_____   _____   _____
Contact's Printed Name   Email Address   Phone Number

_____   _____   _____
Principal's Printed Name   Principal's Signature   Date

For any questions regarding this form, call Student Discipline and Expulsion Support at (213) 202-7555.
Fax completed form(s) to (213) 580-6552.
No Cover Sheet is Required.

* If additional lines are needed, copy this form and number the pages prior to faxing.
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