

(Date of Letter)

(School Administration)

(School Name)

(Street Address)

(City, State and Zip Code)

RE: Disciplinary Rule Request

Attn: School Administrator

Dear School Administrator:

Kindly provide the undersigned with a copy of the disciplinary rules of the school district and any disciplinary rules unique to the above-named school. In this regard, also provide any standards that apply to the students, relative to any student code of conduct and any standards that apply to teachers, relative to a teacher's code of conduct. Indicate when and where the disciplinary rules are provided to the students and the method of conveying that information to the students. Also, please indicate the frequency with which the rules are dispensed to students and/or teachers for their review. Thank you in advance for fulfilling this request.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.