

# Instructions for Letter Appealing a Suspension / Expulsion under the SAFE Act



Follow the steps below to complete the letter appealing the suspension or expulsion of a child in the 3<sup>rd</sup> grade or below, who attends a public or charter school.

1. Write the date you are completing and signing the letter.
2. Write your child's name and their current address.
3. Write the name of your child's school.
4. Write the address of your child's school.
5. Write the name of the school's Principal.
6. Following the instructions in the body of the letter about writing in the name of the principal, the name of the child, and circling either SUSPENSION or EXPULSION.
7. Check the relevant boxes appealing the reason that was given for the child's suspension / expulsion.
8. Check the box if you are concerned that no one consulted a mental health professional before the suspension / expulsion.
9. Write in your phone number or email address as your contact information.
10. Sign your name.
11. **VERY IMPORTANT:** Keep a copy of the letter
  - a. A good way is to take a photo on your phone.
12. Provide a copy of your letter to the school's principal by:
  - a. Email
  - b. Mail
  - c. Hand Delivery: Ask the person who takes it to sign and date the bottom of your copy

---

*Advocates for Basic Legal Equality, Inc. (ABLE) and Legal Aid of Western Ohio (LAWO) created this form for people without lawyers in Ohio. If you have a lawyer, you should review your request with your lawyer rather than using this form. ABLE and LAWOW are non-profit law firms serving the civil legal needs of western Ohio's low-income individuals and families. This information is not legal advice. It is general information. It is not a substitute for talking to a lawyer about your situation. You may still need help from a lawyer. This information is current as of March 12, 2021. You should be aware that information about the law and its interpretation continues to change.*

This project was funded by a grant from the Dayton Legal Heritage Foundation of The Dayton Foundation