

# TEACHER REMOVAL FORM

*Note: For removal of a student who is substantially disruptive of classroom, Educational process only.  
For other discipline, use regular Disciplinary Referral Forms.*

TO: \_\_\_\_\_ School: \_\_\_\_\_  
(\*Principal or Designee) (School Name)

Student  
Name: \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom: \_\_\_\_\_

Date of Incident \_\_\_\_\_ Date sent From Room \_\_\_\_\_ Time sent from Room \_\_\_\_\_ Subject/  
Room \_\_\_\_\_

Student w/Disability \_\_\_\_\_ Classification \_\_\_\_\_

**Program (check one):**

- Consultant Services     Related Services Only     Inclusion  
 Resource     Special Class     Other

**REASON (S) FOR REMOVAL:**

- SUBSTANTIAL DISRUPTION OF THE EDUCATIONAL PROCESS  
 Violent Activity: Specify \_\_\_\_\_  
 PersistEnt, non-compliance with teacher instructions  
 Other \_\_\_\_\_

- REPEATED AND SUBSTANTIAL INTERFERENCE WITH TEACHER'S ABILITY TO PRESENT MATERIAL AND/OR PROVIDE FOR EDUCATIONAL NEEDS OF OTHER STUDENTS

- Repeated and Substantial interference with the Education of other Students  
 Persistent Interference with Teacher's Authority: Specify \_\_\_\_\_  
 Other Substantial Interference with the educational Program \_\_\_\_\_

DESCRIPTION OF INCIDENT REQUIRED: \_\_\_\_\_

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**ACTION TAKEN BY TEACHER:**

- Informal Discussion with Student Prior to Removal  
 Immediate Removal/Informal Discussion Within 24 Hours  
 Classwork Assigned: \_\_\_\_\_
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**ACTION TAKEN BY ADMINISTRATION:**

TEACHER CONFERENCE WITH PRINCIPAL (OR DESIGNEE)

DATE \_\_\_\_\_ TIME \_\_\_\_\_

- REMOVAL SUSTAINED     LETTER SENT TO PARENT WITHIN 48 HOURS

- REMOVAL OVERTURNED     STUDENT RETURNED TO CLASS

**REASON:**

- The charges against the student are not supported by substantial evidence.  
 The student's removal is otherwise in violation of the District's Code of Conduct.  
 The conduct warrants suspension from school pursuant to Education Law 3214, and a suspension will be imposed.  
 Removing teacher has not provided appropriate alternative educational materials for the student during the removal period.

## REMOVAL NOTIFICATION

School: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Inside Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Parent and/or Guardian \_\_\_\_\_:

This is to inform you that your child has been removed from his/her class

\_\_\_\_\_, by the classroom teacher, \_\_\_\_\_

(Class Name)

(Teacher's Name)

effective \_\_\_\_\_ for:

(Date)

up to two class periods (where the daily schedule is so arranged) or

up to 1.5 hours (where the student ordinarily remains in the same classroom)

*This action was taken for the reason(s) set forth in the attached teacher removal form.*

You have the right to request an informal meeting with the Principal (or the Principal's designee) and the teacher, in order to discuss the reasons for the removal. This informal meeting must be held within 48 hours of the removal. The timing of the informal meeting may be extended by mutual agreement between yourself and the Principal.

If you have any questions about the removal, or wish to schedule a meeting,

please call \_\_\_\_\_ at \_\_\_\_\_.

(Teacher's Name)

(Telephone number)

Very truly yours,

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Teacher)

Enclosure: