

## INSTRUCTIONS FOR COMPLETEING THE SUSPENSION/EXPLUSION FORMS

These forms are meant to be used in conjunction with the sample forms in the “Suspension/Expulsion Procedures for School Site Administrators” binder.

The forms are located on the Student Programs and Services Web page on the HCOE Web site.

Go to [www.humboldt.k12.ca.us](http://www.humboldt.k12.ca.us)

On the menu at the top of the page you will see “Departments.” It is a pull-down menu.

Select “Student Programs and Services.”

At the top of this page, click on “Suspension/Expulsion Forms.”

Click on the form you need to complete.

The forms are password protected. The password is “suspension”

All of the generic information has been removed to allow you to insert the specific information you need on a case-by-case basis. You will need to check the sample form in the binder carefully as you complete the forms to make sure you insert all the required information.

Please note from the samples in the binders, that several of these forms are to be printed on your district letterhead.

If you have any difficulty completing these forms, please contact Kris Diamond at 707/445-7117.