



## Removal of Suspension Record

According to AR 5144, a student with senior standing, with a record of one prior suspension, may submit a written request to the superintendent to remove from that student's official school file the record of that suspension, unless that student was suspended for any of the following acts:

- o Possession of a firearm;
- o Causing serious physical injury to another person, except in self-defense;
- o Brandishing a knife;
- o Possession of any knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds;
- o Unlawful sale of any controlled substance;
- o Robbery or extortion;
- o Committing or attempting to commit a sexual assault; and,
- o Assault or battery

If you are eligible to apply to expunge your suspension, any time after completion of your junior year, you may personally write a letter to the Superintendent.

Superintendent' Office

Tamalpais Union High School District

P. O. Box 605

Larkspur, CA 94977

OR email Superintendent, c/o Mary O'Leary, at

[moleary@tamdistrict.org](mailto:moleary@tamdistrict.org)

Be sure to include:

- o Your name
- o Your address (street, city, zip)
- o Your phone number
- o The date you write the letter
- o Your school

- o Your signature

Briefly describe the suspension:

- o The approximate date
- o The reason for the suspension
- o State whether it was your only suspension in high school

After the Superintendent has made a decision regarding your request, you will be notified by letter and email.

***Please remember that if you should have a suspension for any reason during your senior year, the expunged suspension will once again become part of your discipline record.*** As long as you have no further discipline records, once you have graduated, there will be no record of your suspension.

**AR 5144**

Revised 8/20/19

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