 Summer Transition Program

Suspension Notification Form

Suspension in the Summer Transition Program is not used for punishment. The purpose of suspension is to give the student time away from the classroom, and the teacher an opportunity to assess the situation, consult with support personnel and develop strategies to help ensure the child’s future success. **This form should be submitted to your STP Pre-K Specialist via email.**

Today’s Date:

Student Name:

Program Name:

Class:

Dates of Suspension:

Reason for Suspension:

Please list below the strategies the program and classroom have implemented, or plan to implement, that will support the student’s success upon his/her return to the classroom. Include information regarding collaboration with support personnel (e.g., STP Pre-K Specialist, Inclusion Specialist):

**STP Guidelines 4.5**

An immediate suspension for up to two days can be made at any time the STP provider determines a child is causing harm to himself/herself or others; or, a child is unable to successfully participate in program activities. The purpose of immediate suspension is to allow the program an opportunity to plan for the child’s successful participation in the STP program and should not be used as punishment. Programs should contact their STP Pre-K Specialist if they need assistance with developing plans. Programs can implement immediate suspension up to two days at a time (**no more than five days during the school year**) per child. No Geogia Department of Early Care and Learning prior approval is needed; however, the program’s STP Pre-K Specialist must be notified, using the ***Suspension Notification Form***, that such action has been taken within 24 hours.