

School Name  
School Address Line 1  
School Address Line 2  
Phone: \_\_\_\_\_

## Detention Notification Letter

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

Student Name: \_\_\_\_\_

Grade/Class: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

### Infraction Details

Infraction Type: \_\_\_\_\_

Date of Infraction: \_\_\_\_\_

Description: \_\_\_\_\_

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### Detention Assignment

Date of Detention: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Staff Member Assigning Detention: \_\_\_\_\_

### Notes/Instructions

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Please sign and return this notification to the school office.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_