



7402 Albacore Drive  
Houston, Texas 77074  
Tel: (713) 778-3400  
Fax: (713) 778-3407  
Sarah Cripps-Rains, Principal  
Michael Hill, Assistant Principal

Date: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
Referred by: \_\_\_\_\_

Dear Parents,

\_\_\_\_\_ was sent to the assistant principal's office for the following offense(s):

- Fighting
- Pushing/hitting another student
- Talking back to teacher/staff
- Throwing food in cafeteria
- Making noises in class
- Cursing: \_\_\_\_\_
- Incomplete Homework
- Incomplete Class work
- Stealing
- Bullying
- Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Information:**

Parent Name: \_\_\_\_\_ Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

**Prior action by teacher (filled out by teacher specifying time and/or date):**

Agenda Documentation	Consequences given by teacher	Date
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> _____	_____	_____
<input type="checkbox"/> Called parent (when):	_____	_____
<input type="checkbox"/> Conference with parent (when):	_____	_____

**Consequence (Filled out by Mr. Hill):**

- Your child was verbally warned and sent back to the classroom
- Your child will serve detention on Wednesday, \_\_\_\_\_ from 1:05 -3:05
- Your child will be placed in in-school suspension for \_\_\_\_ days
- Your child has been suspended out of school for \_\_\_\_ days.  
He/she may return to school on \_\_\_\_\_
- Other \_\_\_\_\_

**Translations & phone calls by Ms. Lopez:**

Called parent Date: \_\_\_\_\_ Time: \_\_\_\_\_ Outcome: \_\_\_\_\_

Sincerely,

*Mr. Hill*  
Assistant Principal

Please sign this letter and return this letter to Mr. Hill, to confirm you have received it.

Parent signature: \_\_\_\_\_