



**Education Center Office of General Counsel hoyingd@cps-k12.org**  
P.O. Box 5381 Cincinnati, Ohio 45201-5381 Phone: 1-513-363-0114 Fax: 513-363-0110

**SENT VIA NEXT DAY SERVICE**

Name

Cincinnati, Ohio

Dear M:

We have been informed that your recent conduct at SCHOOL was disruptive to the educational process and a safety concern.

**For the remainder of the first quarter, until October 12, 2018, you are not permitted to enter or remain upon any school grounds or premises unless specifically authorized by the Principal. Your presence on school grounds or premises other than with authorization from the Principal is trespassing and subject to prosecution.**

**If you drop off/pickup any students on a daily basis, please contact the Principal for an approved plan.**

Thank you for your cooperation.

Sincerely,

Daniel J. Hoying  
General Counsel

SAL 2018-2019

cc: , Assistant Superintendent  
, Principal  
Ralph Ruwan, Supervisor of Security  
SRO