

Sample Letter A - Request for Subpoena

[Parent's name]

[Address]

[Telephone number]

[Today's date]

[Name of hearing officer]

*[Address of hearing officer or
c/o Board of Education]*

Dear _____,

An expulsion hearing concerning my child, *[child's name]*, *[child's date of birth]*, who currently attends *[name of school]*, has been scheduled for *[date of hearing]*. In accordance with Conn. Gen. Stat. §4-177b, please subpoena the following witnesses:

[Name and address of each witness]

[Only if you would like a witness to bring any records or documents:]

In the subpoena, please order _____ to bring
_____ to the hearing.

Thank you.

Sincerely,

[Parent's signature]