



Office of Student Affairs

Sanction Letter Form



Name of School: _____

Date: _____

Student Name: _____

Student ID Number: _____

Grade Level/Section: _____

Date of Incident: _____

Details of the Violation:

(Please check the appropriate violation)

- ☐ Academic Dishonesty (e.g., cheating, plagiarism)
- ☐ Disruptive Behavior in Class
- ☐ Violation of School Rules (e.g., dress code, piercing)
- ☐ Misuse of School Property
- ☐ Bullying or Harassment
- ☐ Others: _____

Brief Description of the Incident:

Sanction/Consequence Imposed:

(Please check the appropriate sanction)

Minor Offense

- ☐ **1st Offense** - Verbal reprimand or censure
- ☐ **2nd Offense** - Written reprimand
- ☐ **3rd Offense** - Parent/Guardian conference
- ☐ **4th Offense** - Suspension for a prescribed period
- ☐ **5th Offense** - Qualifies for a major offense (Student will undergo due process)

Major Offense

- ☐ **1st Offense** - Suspension for a period of not less than five (5) days
- ☐ **2nd Offense** - Suspension for a period of one (1) – two (2) weeks
- ☐ **3rd Offense** - Suspension for a one (1) semester
- ☐ **4th Offense** - Exclusion or immediate dismissal and mean non-admission in Lyceum of Alabang (LOA)



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Remarks (if any):

Authorized by:

Name of School Official: _____

Position: _____

Signature: _____

Acknowledgment of the Student:

I, the undersigned, acknowledge that I have received this sanction form and understand the details of the incident and the corresponding sanction.

Signature of Student: _____

Date: _____

Parent/Guardian Acknowledgment:

I, the undersigned, acknowledge that I have been informed of the incident involving my child and the sanction imposed by the school.

Signature of Parent/Guardian: _____

Date: _____