**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, tardiness)

Misuse of School Property

Bullying or Harassment

Others:

**Brief Description of the Incident:**

**Sanction/Consequence Imposed:**

Warning

Detention

Suspension Specify number of days:

Community Service

Others:

**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: