

FORM 23 – Student Response / Opportunity to Be Heard

Purpose: This form gives the student a chance to explain what happened before any suspension or removal from participation is considered. The student's explanation is part of due process and must be documented.

Why this is required: Before participation is restricted, the law requires that the student be given an opportunity to share their side of the situation. This protects fairness and ensures decisions are not one-sided.

Student Name: _____ **Activity/Sport:** _____

Date student was offered opportunity to respond: _____

Student Response (choose one)

- ☐ Student provided a written statement below
- ☐ Student provided verbal explanation (summarized below)
- ☐ Student declined to provide a response

Student Explanation (plain-language summary, if given)

(Attach additional pages if student provided written statement)

Acknowledgment of Opportunity

This signature confirms only that the student **was given the opportunity** to be heard — it does not indicate agreement with the concern.

Student Signature: _____ **Date:** _____

If student declined to sign: Coach/Staff Initials: _____ (“declined to sign” recorded)

Parent/Guardian Contact (optional at this stage)

- ☐ Parent/guardian has been informed of the concern
- ☐ Parent/guardian meeting is scheduled
- ☐ Parent/guardian to be informed after administrative review