

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Parent/Guardian Name]
[Address]
[City, State, Zip Code]

RE: Engagement for Legal Representation - School Expulsion Proceedings
Minor Child: [Child's Name]
School District: [Name of School District]

Dear [Parent/Guardian Name],

This letter confirms that [Law Firm Name] has been retained to represent you and your minor child, [Child's Name], regarding the expulsion proceedings initiated by [School Name/District].

1. Scope of Representation

Our representation will include:

- Reviewing the student's educational records and the school's evidence.
- Interviewing witnesses and gathering relevant information.
- Advising you on student rights and district policies.
- Representing the student at the expulsion hearing and any related pre-hearing conferences.
- Negotiating potential settlements or alternative placements with the District.

This engagement does not include appeals to the Board of Education or court litigation unless agreed upon in a separate written contract.

2. Fees and Billing

Our legal fees for this matter will be based on: [Select one: An hourly rate of \$[Amount] / A flat fee of \$[Amount]]. An initial retainer of \$[Amount] is required before work commences. You will also be responsible for costs such as document reproduction and expert witness fees if necessary.

3. Responsibilities

The firm will provide diligent representation. You agree to provide all requested documents promptly, notify us of any communication from the school, and be truthful in all matters relating to the case.

4. Confidentiality

All communications regarding this matter are protected by attorney-client privilege. Please refrain from discussing the details of the case on social media or with school officials without our prior consent.

5. Termination

Either party may terminate this relationship at any time by providing written notice, subject to ethical obligations and court/hearing rules.

Please sign and return a copy of this letter to indicate your agreement to these terms.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

Acknowledge and Agreed:

[Parent/Guardian Signature]

[Date]