

WRITING TO DISCUSS YOUR CHILD

BEING BULLIED

Date (include month, day, year)

Name of Principal

Name of School

Street Address

City, State, Zip Code

Dear (Principal's name):

In this paragraph say who you are, give your child's full name, and his or her current class placement.

BRIEFLY, explain why you are writing. Give relevant history and facts that support your problem and your concerns. (For example, your child is being bullied at lunch. You might say that his or her food is being taken from them or on recess he or she is being intimidated by older children threatening to hit or kick them. Remember to state only facts. What is important is listing the action of bullying, the times it happens and who is involved.)

In this paragraph, state what you would like to have happen or what you would like to see changed. You may BRIEFLY say what you would not like, or what has been tried and not worked. However, spend most of this paragraph explaining what you want.

Say the type of response you would prefer. For instance, do you need to meet someone, do you want a return letter, or a phone call?

Finally give your daytime telephone number and state that you look forward to hearing from the person soon or give a date. ("Please respond by the 15th"). End the letter with "Thank you for your attention to this matter."

Sincerely,

Your Name

Street Address

City, State, Zip Code

Daytime telephone number

cc: Your child's teacher