

SAMPLE LETTER TO THE PRINCIPAL

Your Name
Your Address
Your Phone Number
Your E-Mail Address

Principal's Name
School Name
School Address

Date

Dear Mr. or Mrs. [Principal's Last Name]:

I am the parent of [Child's Name], who is in [Grade] grade.

Paragraph One: Describe the circumstances of the bullying in detail, including: date, time, place, names, and witnesses.

My child has been bullied at school and I am requesting an investigation and a prompt response from the principal's office to ensure that the bullying will stop. The incident occurred on [Date] at approximately [Time] on/at/in the [Location]. My child was [assaulted/called racial or discriminatory slurs] by another student, a [Grade] grader named [Bully's Name], who [Describe the Assault, etc. – EX: choked child's name by wrapping his hands around his neck and holding him back against his body]. This incident was witnessed by [Name Witnesses)], including – [Name (Grade),] [Name (Grade), and [Name (Grade)].

Paragraph Two: If this is an ongoing situation, inform them of the steps you have already taken to bring the issue to the school's attention.

This is not the first time this has happened this year. [Your Child's Name] has been repeatedly [Describe Incident, EX: assaulted both on the bus and in the school cafeteria, in the presence of teachers and the bus driver. Both he and I have reported the bullying to his teachers; unfortunately, they have been unable to put a stop to it].

Paragraph Three: Remind the school of their responsibility to provide a safe learning environment for your child and request a time to meet with the principal in person to resolve the situation.

I would like to schedule a meeting with you to discuss this matter further and agree on how best to intervene so the bullying stops. It is the school's responsibility to protect my child on their grounds and to provide an environment in which he/she can learn. As a result of the bullying [Your Child's Name] has endured this year, [Direct consequence to the school the bullying has caused, IE: he/she has missed school on account of stress-associated stomach illness and has refused to ride the bus out of fear].

To schedule this meeting or should you have any questions beforehand, please contact me at [Phone Number or E-Mail Address].

Sincerely,
[Your Name]

Keep a copy of the letter for yourself. In order to make sure the letter is received, you can hand-deliver it to the principal yourself, or send it by USPS Certified Mail, Return Receipt Requested. It is recommended you also send a copy to your superintendent at the district office by the same means.