

PARENT ADVOCACY TOOL 2

First Contact: Letter to the Principal

A calm, factual request for protection, a clear process, and prompt follow-up.

Date	[Month Day, Year]
To	[Principal / Administrator name and title]
School / District	[School name / District name]
From	[Parent or guardian name]
Student	[Child's name, grade, teacher or student ID if appropriate]
Delivery	[Email / hand delivery / certified mail, if used]

Subject: Written report and request for a safety response for [child's name]

Dear [Principal / Administrator name],

I am writing to report behavior affecting my child's safety, well-being, and ability to participate fully in school. I would like to work with you to address it promptly, protect my child from further harm, and prevent retaliation.

What has been happening

[Provide a short factual summary. Include dates or date ranges, locations or platforms, what was said or done, how often it occurred, and who directly observed it. Separate what your child reported from what you personally witnessed.]

Examples:

- [On date] at [location/platform], [describe the specific words or conduct].
- [On date], [witness/source] observed or reported [specific conduct].
- The behavior has occurred [frequency or pattern] and most recently occurred on [date].

Effect on my child

[Describe concrete effects: fear, avoidance, injury, missed class, declining participation, sleep disruption, emotional distress, changed transportation or routines, difficulty concentrating, or concern about returning to school.]

Steps already taken

[List any reports already made, the people contacted, dates, responses received, and evidence preserved or attached.]

What I am requesting

Please provide:

- Acknowledgment that this report was received and the name of the person responsible for coordinating the response.
- The school policy or reporting process that applies and the next steps the school will take.
- Immediate, practical safety measures for my child, including where to go, whom to contact, and how staff will respond if another incident occurs.
- A plan for monitoring and preventing retaliation, including online or off-campus behavior when it affects the school environment.
- A meeting or written response by [reasonable date], followed by a review date to determine whether the plan is working.

Please avoid measures that isolate, penalize, or unnecessarily disrupt my child's education. I also ask that my child not be required to confront or mediate with another student unless participation is genuinely voluntary, the process is considered safe, and we have discussed it in advance.

I understand that the school may not be able to disclose confidential information about another student. I am not requesting private disciplinary details. I am requesting information about the actions that will be taken to protect my child and maintain access to school.

Please confirm receipt of this letter by [date and time] and let me know the next step. I am available at [phone/email] and can meet on [dates/times].

Sincerely,

[Parent or guardian name]

[Phone number] | [Email address]

[Mailing address, if appropriate]

Attachments: [incident log / screenshots / photographs / medical documentation / prior emails / other relevant records]

Before sending

- Replace every bracketed field and delete any example that does not apply.
- Keep the description chronological, specific, and concise. Do not speculate about another child's diagnosis, home life, or motive.
- Attach copies, not originals. Preserve original messages and files with dates and metadata when possible.
- Send from an account you can access and save the sent message, attachments, and any delivery confirmation.
- Enter the contact and promised follow-up date in the School Contact Record.