

PARENT ADVOCACY TOOL 4

Still Not Safe: Formal Escalation Letter

A documented request for formal review when the initial response has not protected the child.

Date	[Month Day, Year]
To	[Principal / District administrator / Next reviewing authority 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]

CC	[Principal / superintendent / student services / other appropriate official]
Prior report	[Date of first written report]
Prior response deadline	[Date promised or requested]

Subject: Formal escalation—continuing safety concern involving [child's name]

Dear [Name and title],

I am writing to formally escalate the safety concern involving my child, [name], which I first reported in writing on [date]. I appreciate [briefly identify any helpful action or response, if applicable]. However, the problem has not been resolved, and my child remains affected in the following ways: [one-sentence summary of continuing risk or loss of access].

Documented history

1. [Date]: I reported [specific conduct] to [name/title] by [method].
2. [Date]: The school stated or agreed that [specific action] would occur by [date].
3. [Date]: [Describe follow-up, missed deadline, incomplete action, or new incident].
4. [Date]: [Describe continuing harm, impact, or retaliation using observable facts].

Why escalation is necessary

The current response has not adequately addressed the concern because [state the gap: no acknowledgment, no identified point person, no implemented safety plan, repeated incidents, ineffective measures, retaliation, or continuing loss of access]. As of [date], [describe the present condition and its effect on attendance, learning, participation, health, or safety].

Formal requests

I respectfully request:

5. A written acknowledgment of this escalation and identification of the administrator responsible for reviewing it.
6. A prompt review under the applicable school and district policies, including the documented response to my original report.
7. Immediate interim protections for my child while that review is underway.
8. A written safety plan naming the point person, reporting route, monitoring measures, response to retaliation, and review date.
9. A written explanation of the next available internal review or complaint step if the matter remains unresolved.
10. A written response by [specific reasonable date].

Please avoid measures that isolate, penalize, or unnecessarily disrupt my child's education. My child should 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 confidential information about another student may not be available to me. I am not requesting private disciplinary details. I am requesting clear information about the protective actions, monitoring, and review process for my child.

Optional paragraph—use only when factually applicable

Optional: The reported conduct may also implicate protections or procedures related to [disability, race, color, national origin, sex, sexual orientation, gender identity, religion, or another protected status]. Please identify the coordinator or process responsible for reviewing that aspect of the report. Delete this paragraph if it does not apply.

I remain willing to work constructively with the school and district. At this point, however, I need a documented plan that promptly restores my child's safety and full access to school. Please confirm receipt and the responsible point of contact by [date].

Sincerely,

[Parent or guardian name]

[Phone number] | [Email address]

[Mailing address, if appropriate]

Attachments: [first written report / School Contact Record / incident log / relevant replies / evidence / safety plan / other records]

Before sending

11. Send this only after confirming the correct escalation route in the school or district policy—unless immediate safety requires urgent higher-level contact.
12. Attach a concise chronology and the earlier written report. Do not bury the central request beneath every piece of evidence.
13. Include only accurate, supportable statements. Mark secondhand information as reported rather than witnessed.
14. Use the optional protected-status paragraph only when the facts support it; do not use it as leverage.
15. If deadlines pass or danger continues, consider help from a qualified education advocate or attorney and any external process appropriate to the facts and jurisdiction.

This template is an educational tool and not legal advice. Laws, policies, complaint routes, and deadlines vary.