Dear ___________________, (name of Principal)

My child, ___________________________ (first name of child), is in the _____ (grade level) at ___________________________ (name of school). At school ______ (s/he) has been bullied and harassed by ___________________________ (name of harasser(s)). This has occurred on ______ (date or approximate period of time) when ___________________________ (describe as many details of the incident(s) as can be recalled). When this happened ___________________________ (name of witness(es)) heard or saw it and ___________________________ (their response(s)). We became aware of this incident when ___________________________ (describe how you were notified).

_________________________ (first name of child) was hurt by this bullying and harassment. ______ (She/He) had ___________________________ (describe physical injuries, emotional suffering and any medical or psychological treatment required). ______ (Our/My) child has the right to be in a safe environment at school so ______ (s/he) can learn.

Please send ______ (me/us) a copy of the District policies on bullying and harassment, investigate this problem and correct it as soon as possible. Please let ______ (me/us) know, in writing, of the actions you have taken to rectify the situation and to ensure it does not happen again. I expect a response within 5 business days.

Thank you for your prompt attention to this serious problem.

Sincerely,

(Sign in this area)

_________________________ (your name)

CC: ___________________________ (name of Superintendent of schools), Superintendent

(Sign and keep a copy for your records)