

## Instructions: 'Request for a Meeting Related to Bullying' Letter

1. Write the date you are completing and signing the letter.
2. Fill in the Name of the School District, the Name of the School Building your child attends, the Name of the Principal at your child's school, and the school address.
3. Fill in your child's name, date of birth, and grade.
4. Put in the Principal's name.
5. Include as many details about specifics bullying incidents as you can: dates, times, actions that preceded the bullying, details of the interactions, etc. The more you can tell the school, the more likely they will be able to do a complete investigation and have helpful suggestions for changes.
6. Choose the relevant boxes and put in a check or 'x' in as many as apply. If you check 'other', include what you are requesting (such as an investigation, a report, or a specific action) and its purpose.
7. Put in 2 (two) or 3 (three) possible days and times.
8. Put in your phone number and email address.
9. Sign and then write your name.
10. Deliver the letter, by hand, by email, by mail, or by fax.
  - a. If you hand-deliver the letter, make a note for yourself who you gave it to and the exact date.
11. **VERY IMPORTANT:** Keep a copy of the letter
  - a. You can take a photo of the letter on your phone and email it to yourself. Emailing to yourself helps in case your phone gets lost, damaged, or erased.
  - b. You can keep a paper photocopy in your files.