



5665 Greendale Road, Suite D, Johnston, IA 50131
phone (515) 243-1713 | toll-free (800) 450-8667
askresource.org | transitioniowa.org

SAMPLE LETTER TO REPORT BULLYING

[Parent name(s)]
[Address]

[Date]

Principal
[Address]

Dear Educators:

This letter is to immediately request that my [son/daughter], [student name], be afforded all of the protections under state and federal law to protect [him/her] from physical harassment, discrimination, and verbal abuse. It is my understanding that [he/she] has a right to learn in a safe and harm-free educational environment (Iowa Code Chapter 216).

I have read information and I understand what our rights are and what the school's duties are. It is also my understanding that school personnel have a duty to facilitate his/her protection and fully investigate all allegations of discrimination [he/she] and others report. I am requesting that you protect my child from the various forms of physical and verbal abuse [he/she] has suffered at your school.

I would also like a meeting to further discuss how the policies of the district are being implemented and what kind of supports my child will need moving forward.

Please place a copy of this letter in my child's educational records.

Sincerely,

[Parent name(s)]