**Date**

**Name of Principal**

**Name of School**

**Address of School**

**City, State, Zip Code**

Dear **Principal’s Name**:

**My/Our** child, **child’s name** **Date of Birth** attends **School Name** and is in **Grade**. At school they have 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**.

**Child’s Name** was hurt by the bullying and harassment. They had **describe the physical injuries, emotional suffering, and any medical or psychological treatment required.** As you are likely aware, **Child’s Name** has an IEP. **I/We** became aware of three federal laws (Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Amendment Act (ADAAA) of 2008, and Individuals with Disabilities Education Act (IDEA)) that protects the rights of a child with a disability against bullying behavior that is based on the child’s disabilities and that interferes with or denies the child the opportunity to participate in or benefit from an educational program.

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. If this does not resolve this issue, **I/we** will request an IEP meeting to be held as quickly as possible. I would like a response within 5 business days.

Thank you for your prompt attention to this serious problem.

Sincerely,

**Sign your Name**

**Your Name(s)**

**Street Address**

**City, State, Zip Code**

**Phone #/Email Address**

CC: **Name of Director of Special Education**