EXPRESSING YOUR CONCERNS TO THE SCHOOL FOR YOUR PRESCHOOL OR SCHOOL AGE CHILD

Your child is experiencing: failing grades, frustration, hours at night working on homework, not being able to complete homework without a good amount of assistance from you, or additional hours during the week with a tutor you have hired.

If one or more of these are occurring, you probably will want to schedule a conference, make a phone call, or write a letter to discuss the problems you are seeing at home.

On the accompanying page, you will find a sample letter to use as a guide or template.

This document has been adapted from “Building Communications Through Letter Writing” compiled and published by the Ohio Coalition.
Date your letter here. (month, day, year)

Your Name
Your Full Address

Full name of the person to whom you are writing (most likely you child’s teacher or principal)
Person’s Title (Teacher, Principal)
Name of School
Full Address of School

Dear (use title [Mr.; Mrs.; Dr.; Ms.] and last name),

I am the parent of (your child’s name). He/She is a student in the ____ Grade (if to the Principal) or in your classroom (if to the Teacher). I am concerned about (briefly state your concern: failing grades, problems with friends at school, homework, coming home upset, etc.)

I would like my child to (state what you would like to have happen or see changed: better grades, more support with friends or social interactions, spend less time on homework, etc.)

(In this paragraph, state what you would like to have happen as a response from the school: a conference to discuss your concern, a phone call, a letter or email back, etc.)

Thank you for your attention to my concerns. I may be reached at (your daytime phone number or email). I will expect to hear from you by (give a date, i.e. the end of the week, within five days of receipt of this letter, etc.)

Sincerely,

Your Full Name