Sample Letter

Date

Parent's Name
Parent's Address
Principal's Name
School Address

Dear Principal _____:

I am writing to request (an Intra-District or Classroom) transfer for *victim's name* under the Texas Anti-Bullying Law, TEX. EDUC.CODE. § 25.0341. (**Next, describe the child's name, age, address and school campus.**) My *son/daughter*, *name of your child*, is *age* and attends *name of school*.

Name is a victim of constant bullying from fellow student, *name*, whose conduct has created an intimidating, threatening and abusive educational environment. **(Describe the actual problem with details of verbal expressions and physical conduct the victim suffered. Make sure to include names of witnesses, details of injuries, the effect of the conduct on the student's school work, and the fear the victim suffers).**

[Example: On *date*, *name of your child* sustained severe injuries after being assaulted by fellow student, *name*. Their teacher, *name*, had his back turned to the class when the student attempted to staple my child's finger to the desk. Because the staple was rusty and dirty, we had to take our son/daughter to the doctor and have medical documentation of the injury and the necessary tetanus shots. The teacher also wrote an incident report after learning of the assault. **(Remember to include any documents which show the threats or harm suffered)**. Since the incident, *name of bully* continues to intimidate *name of child* and has threatened to attack him/her again. Last Thursday, during Science class, *name of bully* told my son/daughter, "I'm going to beat you up after school." My child feels so endangered that he cannot concentrate in school and has lost focus on homework at home. He failed three subjects last semester and cries every day when I drop him off at Hogwarts.**]**

I understand that the school board may investigate these bullying allegations before granting the request for **(specify whether you request a transfer to another school or just another class)** transfer. With the facts and evidence I listed above and enclosed for your convenience, it is my hope that your investigation will be discreet and not put my son in further danger.

I request that the school do all it can to place *name of child* at **(explain whether you request transfer to another school or just another class)**. *Name of school* is nearby and allows me to ensure transportation will not be difficult to secure. I called Springfield on **(list the date you called and the person you contacted)** *date*, and spoke with *name of person*, who confirmed that *name of school* has space available for *name of child*.

Thank you for your prompt assistance in this matter. Please contact me at **(include phone number)** to discuss how to proceed.

Sincerely,

Parent name

CC: **Assistant Principal**
Superintendent