

June 11, 2014

Mr. (Dr.) NAME OF PRINCIPAL
Principal
School
Street address
City state zip

Re: CHILD'S NAME
Date of Birth:

Dear (insert name of principal):

I represent PARENT'S NAME, who are legal guardians of CHILD'S NAME, who will be a student at SCHOOL'S NAME commencing _____ of 2014.

This letter serves as notice to SCHOOL'S NAME, (the term school includes but is not limited to the school's employees, teachers, agents, volunteers, or assigns that it may NOT communicate in any manner with CHILD'S NAME without PARENT'S NAME being notified and physically present during any communications regarding any allegation(s) that CHILD'S NAME has bullied, intimidated, abused or harmed anyone. Additionally, SCHOOL'S NAME may NOT communicate with CHILD'S NAME regarding any allegation(s) against anyone else regarding an alleged bullying, intimidation, abuse or harming activity without PARENT'S NAME being notified and physically present during any communications.

You should contact PARENT'S NAME at the following:

PARENT'S NAME
Cell phone number:
Work number:
Email Address:
Home address:

PARENT'S NAME
Cell phone number:
Work number:
Email address:
Home address:

Thank you for your cooperation with this request.

Very truly yours,

MMB:pmc
Certified Mail
Return Receipt Requested
cc: PARENT'S NAME

DRAFT