

Parent Feedback Sample Letter

You have the right to communicate your feedback, questions, and concerns to your child's school and school system leaders—and to have your perspective valued. Here are two sample letters you can use to communicate with your child's principal or with your school board members.

Where you see red text below, fill in personal details. We've offered some examples, but you should adapt the language in whatever ways work for you.

Letter to Principal

Dear **PRINCIPAL'S NAME**:

My child, **CHILD'S NAME**, is a student in **TEACHER'S NAME'S** class. I'm eager to work together to make sure **SHE/HE/PREFERRED GENDER PRONOUN (PGP)**¹ gets what **SHE/HE/PGP** needs out of this school year.

It's important to me that my child is on-track for **HER/HIS/PGP** grade. **CHILD'S NAME** is interested in **SUBJECTS OR TOPICS**. After graduation, **CHILD'S NAME** hopes to **GOAL** (offer some personal detail about what your child hopes to achieve; for example, "attend college," "become a teacher," "work in computer technology," etc.). I'm concerned that the schoolwork **SHE/HE/PGP** is bringing home may not be challenging enough to push **HER/HIM/PGP** to meet **HER/HIS/PGP** full potential.

Here's an example of a recent assignment my child brought home: **BRIEF DESCRIPTION OF ASSIGNMENT**. (Offer an example of an assignment you've seen that has raised concerns for you. Give a little bit of detail about the assignment and explain why you are concerned.)

Our family wants to support our child in every way we can. I would love to find a time to talk with you about how we can collaborate to make sure **SHE/HE/PGP** does **HER/HIS/PGP** best work in school this year and gets what **SHE/HE/PGP** needs to reach **HER/HIS/PGP** goals. I will follow up with a phone call to your office to set up a meeting.

Thank you,

YOUR NAME

¹ "Preferred gender pronoun" (PGP) refers to whichever pronoun your child uses to refer to themselves, i.e., "she," "he," "they," etc.

Letter to School Board

Dear School Board:

My child, **CHILD'S NAME**, is a student in **GRADE LEVEL** at **SCHOOL NAME**. I'm eager to work together with you, as well as my child's teachers and principal, to make sure **SHE/HE/PGP** gets what **SHE/HE/PGP** needs out of this school year.

It's important to me that my child is on track for **HER/HIS/PGP** grade. **CHILD'S NAME** is interested in **SUBJECTS OR TOPICS**. After graduation, my child hopes to **GOAL** (offer some personal detail on what your child hopes to achieve; for example, "attend college," "become a teacher," "work in computer technology," etc.). Right now, I'm concerned that I do not have access to clear information about how well-prepared my child will be to meet those goals.

Here are some tools that would help me have a better understanding of my child's progress, and also allow me to collaborate more effectively with **HER/HIS/PGP** teachers:

- 1. A report that shows me how my child's schoolwork aligns to the grade-level standards.** While we receive quarterly report cards, I would like to know how well my child is performing against the standards, not only against the teacher's expectations.
- 2. An explanation of what my child's state test scores mean for HER/HIS/PGP progress.** It matters to me that my child is on-track for **HER/HIS/PGP** grade, so I would value a tool that helps me interpret test score information so I can assess how well **SHE/HE/PGP** is doing and where I might need to offer more support at home.
- 3. Regular opportunities for dialogue.** I would value opportunities to have an ongoing conversation with you about our community's schools and my child's progress. I would prefer to communicate via **COMMUNICATION TOOL** (for example, "attending an in-person meeting," "email," "text," "an online survey," etc.).

I would love to see our entire district implement a policy of providing these tools to all parents. They will help us work together with you, our children's principals, and their teachers to make sure our children do their best work and get what they need out of the school year. We can be better partners to you if we have clear information about our children's progress and what is happening in our schools.

I hold my child to high expectations, and I want my child's school to do the same. I know how much **SHE/HE/PGP** is capable of. I look forward to working with you to make sure my child, and all our district's students, meet their full potential.

Thanks,

YOUR NAME

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