

# Building Blocks for Kids Richmond Collaborative

## How to Document Concerns at your School: Step-by-Step Guide

1. Always **introduce yourself** at the beginning of the letter (state name, city, number of children, grades of children, and what schools they attend)  
*Example: My name is Maria and I have 3 children. The oldest is a 5th grader, the second one is in 3rd grade, and the youngest is in 1st grade, and they all attend Downer Elementary.*

2. **Present your reason(s)** for contacting the principal or teacher.  
*Example: I am contacting you because of a recent event that my 3rd grade son, Joaquin, has brought to my attention, etc.*

3. **Create a specific, and descriptive timeline of events** that is easy to follow along with.  
*Example: On May 9-- I received a call from the secretary, stating that my son had been involved in a fight...  
On May 10-- I contacted the teacher directly...*

4. After providing the detailed timeline, include your clear needs and **expectations for the actions that should be taken.**  
*Example: This event is of great concern to me because of the following reasons:*

- *My child's concerns are being ignored*
- *My son has not been able receive adequate attention...*

*And make clear what you want:*

- I want my child to be removed from the classroom*
- I want a meeting with the Executive Director*

5. **Thank the person reading this letter** for their time and request to meet with them in person.  
*Example: Thank you for listening, and I hope to meet with you the week of Monday, May 10th.*

\* Remember to sign the letter and keep a copy for yourself. \*