

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
School
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Address Line
City, State Zip Code

Re: Disruptive Child

Dear :

During the past three weeks Name has been exhibiting extremely aggressive behavior. More than once, he/she has kicked several children and refuses to obey classroom rules. Name is also withdrawn and disruptive during key instructional periods.

Please contact me so that we may arrange a parent/teacher conference concerning Name progress. I am sure that together we will find a solution to these issues.

Sincerely,

N A M E