

Sample Parental Notification Letter for Victim of Violent Criminal Offenses

(Date)

(Name/Title)

(School)

(Street Address)

(City/State, Zip Code)

Dear (Name of Parent):

The purpose of this correspondence is to inform you that as a parent of a student who has been a victim of a violent criminal offense you have the right to request a transfer to another school within our district, including a public charter school.

Federal law requires that all parents/guardians of students in this school be offered an opportunity to transfer their children to another eligible district school or charter. You have the right to request that your child be transferred to a safe public school but that your student is not required to transfer to another school. If you elect to request a transfer, such transfers would take effect on [*date*].

The following schools are available to accept transfers:

Other district schools may not appear on this list because either (1) they also have been identified as “persistently dangerous,” or (2) the Superintendent has determined that all transfer requests can be accomplished among the above schools.

If you decide you want to transfer your child, please submit choice of schools on the enclosed form by [*date*] to the [*district office or principal of the student’s school*]. It cannot be guaranteed that your first choice will be available, but your preferences will be considered. The sooner you return the form, the sooner a transfer can occur.

Sincerely,

Principal
(School)
(Address)