



# Sample Letter to Principal -Completed 504

Aloha Parent  
111 Joy Ave.  
Honolulu, HI 96817

May 13, 2023

Paul Principal  
Academic School  
222 Saint Blvd.  
Honolulu, HI 96817

RE: Koi Parent

Dear Mr. Principal:

My child, Koi, is in the 4<sup>th</sup> grade at Academic School. Koi has been bullied and harassed at school by several older students. The bullying and harassment began last week at recess when they started calling him “a retard” because he goes to see Miss Tammy Teacher for special education. Then today he came home saying they took his lunch from him and threw it in the trash. He told the lady in the cafeteria but she never do anything. We found out about all of these things this afternoon when Koi came home starving, because he hadn’t had anything to eat since morning snack. I asked him why he was so hungry, and he told me the whole story.

Koi was hurt by this bullying and harassment. Not only did he come home from school very hungry but now he doesn’t want to go back to school because he’s afraid these boys will hurt him. I care about his safety, and I don’t want to send him to school until this has been corrected. As you are likely aware, federal laws (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Amendment Act (ADAAA) of 2008), that protect the rights of a child with a disability against bullying behavior that is based on the child’s disabilities and that interferes with or denies the child the opportunity to participate in or benefit from an educational program.

Please send me a copy of the incident report(s) regarding this bullying and harassment. Also, please let know, in writing, of the actions you have taken or will be taking to rectify the situation and to ensure it does not happen again. I will be expecting an IEP meeting to discuss the impact of this incident on my child’s ability to access a Free and Appropriate Education. I expect a response within five business days.

Thank you for your prompt attention to this serious problem.

Sincerely,

*Aloha Parent*

Aloha Parent

CC: Educational Director, Exceptional Support Branch  
Complex Area Superintendent

*Provided to you by Leadership in Disabilities & Achievement of Hawai`i. <https://LDAHawaii.org>*

5/2022/BR