

How to Write an Administrator Letter: A Parent's Guide

There are a few things to keep in mind when writing a letter to your student's administrator.

- 1) Keep it short. You don't want to go over more than a paragraph or two.
- 2) Compliment him or her on supporting such a worthwhile activity (even if it doesn't feel like he or she does). Administrators are going to respond more favorably to hearing that they could be getting more credit than by being told they are doing something wrong.
- 3) Mention things like student pictures in the paper, or the number of awards being brought home to the school.

Here's an example paragraph. But remember to make it your own:

Dear Principal _____,

I just wanted to congratulate you on such an outstanding showing done by the speech and debate team this year. I know how many schools overlook academic awards in favor of athletics, and want to thank you for making sure the speech and debate team has a place here, at EXAMPLE high school. My SON/DAUGHTER has gotten so much out of the speech and debate team, not only in terms of communication and logic skills, but also being valued for the content of his/her mind and thoughts. Your support of our team has taught him/her that these skills are valuable, and learning them now means taking them into the workforce and thriving there. Thank you for teaching my son/daughter that lesson.

Sincerely,

Name

Parent of _____