

SAMPLE LETTER—Introductions

Dear [School Staff and/or School Administrator],

I hope this email finds you well, and that you had a restful summer.

I wanted to reach out to introduce myself. My name is [your name] and my child is [child's name] who is entering into [grade] at your school, [name of school] School.

As you likely already know, in recent years, we have seen escalating rates of antisemitism [in the U.S. generally and K-12 schools specifically](#). **[A note for parents/caregivers: this link takes you to ADL's annual Audit of Antisemitic Incidents. Consider using this resource to locate information on your state of residence or K-12 schools.]** This antisemitism shows up in a variety of ways: Jewish students being targeted by bullying and taunts; antisemitic incidents in schools like vandalism; just to name a few. In addition, Jewish voices, stories and narratives are often missing in literature, social studies and other subject areas--which can contribute to Jewish students feeling alienated and excluded.

I know that your goal as a [teacher/administrator/guidance counselor] is to ensure that every student feels safe, seen and included in school. While many Jewish students are not currently feeling this way in their school communities, some resources that can help are:

- [Best Practices for Combating Antisemitism in K-12 Schools](#)
- [6 Tips for Supporting Jewish Students in the Classroom](#)
- [A Guide for Responding to School-Based Bias Incidents](#)
- [Calendar of Observances](#)

Please know that my goal is to partner with you this year to ensure that my child(ren) and all children have an amazing school year. What is your availability to meet to discuss **[Select ONE ask: how can I support ensuring an inclusive environment; provide options for resources and events to celebrate Jewish identity and cultural observances]**?

Sincerely,

[Name, Email, Phone #]