

# School Meeting Toolkit 1: How to Write an Email to Call a Meeting

A school meeting can be requested either by you or the school to address/discuss a concern. Sometimes issues/concerns can be settled by email communication but sometimes a meeting is necessary.

\*This example is for when a family needs to call a school meeting. We invite you to adapt this guide for your other advocacy needs.

"Dear Team ...x..." (if I know them already)  
or "To ....X.... team" (if you don't)...

## 1 Start with Greeting

You can change the greeting depending on if you know them already or not.

I am emailing you all today to call a meeting because my child is only getting 15 minutes of one on one reading support per day and is without support the rest of the day. (be more specific if you can).

## 2 State the Facts

Be very clear about what the meeting is for and who you think should attend. It's recommended to have a maximum of 2 issues.

I feel worried because I see my child struggling and going unsupported.

## 3 Feeling

Your feelings are important, this is your opportunity to express your and/or your child's feelings so that the message is clear and organized.

My child needs one on one support to scribe, break down tasks...etc. I feel it would help us meet to collaborate on a solution...

## 4 State the Need

It could be potential solutions, needs, or if you don't know, just asking for a meeting to collaborate on potential solutions is helpful.

I am most available by virtual meeting at xxx times, and would prefer this consideration for this meeting.

## 5 HOW and WHEN you would like to meet

Some folks cannot meet in person, have childcare limitations, etc. You can ask for a virtual meeting (Zoom, Teams, Skype, Google meets, Facetime...). Meetings are meant to be accessible for the family and should be booked to accommodate family schedules. Adding your availability can help speed up the process.

Please let me know by..... date....., so that I may plan my schedule and that of those who I will be bringing to the meeting.

## 6 Deadline

Give a deadline for when you would like a response. 3-5 business days is usually long enough. **\*You have the right to bring people to the meeting with you.**

Thank you for your prompt attention to this matter and I look forward to collaborating with the team to help ....x.... equitably access their education

## 7 Final greeting



## Tips for follow-up communications

1. If you have not heard back after the deadline, you can email again with a shorter deadline, 1-2 days maximum, or you can email up the chain of command.
2. If still no response, email up the chain of command with a new deadline.

\*Depending on the stage you are in in your advocacy, addressing the correct people is important.

As we go higher in our advocacy, we may need to bring in more people into the communications, but at the beginning, keeping it to the teacher, principal and/or learning support person is sufficient.

You may not know the **name** or **email** of all that you need to address: you can find a lot of this on the district website.



## Tips for writing emails when we are emotionally charged

It can be useful to write out a draft email with all the details, but don't send it! Take some time to reflect and come back later. It can be hard to write an email that isn't too angry and isn't too friendly, so be brief and factual in your final draft.

Getting another person to read your communication can help spot points we may have missed. It is important to say how your child and you are feeling.

A trick to use when writing an advocacy letter, is to imagine your letters being read by the courts, so write based on fact as we know it.

