

SAMPLE LETTER OF INTRODUCTION TO PARENTS

From the principal

Dear Parents:

This letter calls to your attention the new student assistance program being implemented this year at (name of your school here). The purpose of this program is to identify and help troubled students and their families who may be experiencing personal, school, family, alcohol or drug problems. These problems may be affecting the student's ability to perform at school.

Student assistance program (SAP) participation is completely confidential. Providing procedures for the early identification and intervention with students who are having personal and drug and alcohol-related difficulties in school, the SAP works closely with existing in-school services to make appropriate referrals so students can get to the help they need. Teachers, administrators, guidance staff, and parents can make referrals to the SAP, and students can refer themselves. The only mandatory referrals are made when a student violates the school's chemical use policy.

(Name of the SAP) has been hired to direct the operation of this new program. (Your name goes here) has a Master's degree in Social Work or Education, Psychology, is an Apprentice Substance Abuse Counselor, or Certified as an Alcohol and Drug Abuse Counselor, etc., experience working with chemically dependent adolescents, and has spent the last xxxx years working in a (a little about your previous work. (Your name) will be working full/part time, holding individual and group meetings with students, providing teacher training and speaking to parent and community groups. If you have any questions you'd like to ask or if you are concerned about your child, please call (your name) directly at 555-1111.

We are very excited about this new program, and we are making a long-term commitment to its operation. Please don't hesitate to call if you have any questions.

Sincerely,

Principal