

# Questions and Concerns Form

Portland Christian Schools, Board of Trustees

Your suggestions, comments and questions are valuable to us. To ensure a prompt response, please fully complete the form below. The Board cannot respond to anonymous questions or concerns.

**Your Name** \_\_\_\_\_

Please identify yourself as a:  Parent/guardian  Student  
 Employee

## Contact Information

Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_  
\_\_\_\_\_ Optional Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please describe your question or concern in detail, including all applicable dates, location and persons involved. (Attach additional pages and documents if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggested Correction or Resolution: \_\_\_\_\_

\_\_\_\_\_

## Sign and Date Below

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

Please submit the completed form to the Business Office at the San Rafael campus, email it to [linda.swenson@pcschools.org](mailto:linda.swenson@pcschools.org) or send it to: Portland Christian Schools, Attn: Board of Trustees, 12425 NE San Rafael Street, Portland, OR 97230.