



PARENT CONCERN FORM

The School Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator. In order to better address your concern in a thorough and timely manner, please complete the information below and return to the appropriate campus office.

| | | | |
|---------------------------------------|-----------------------|---------------------|-------------------------|
| Parent's Name: _____ | Student's Name: _____ | | |
| Grade: _____ | Campus: _____ | Today's Date: _____ | Date of Incident: _____ |
| Phone Number: _____ | E-mail address: _____ | | |
| Teacher's Name (if applicable): _____ | | | |

Please describe your concern/need. Attach any additional documents if necessary.

Please describe the outcome or resolution you are seeking:

Prior communication with campus. Please check all that apply.

- I have spoken with or had a conference with the teacher about this situation.
- I have spoken with or had a conference with the principal or counselor about this situation.
- I have not yet spoken with any campus staff member about this situation.

I request the following:

- | | |
|--|--|
| <input type="checkbox"/> a phone call from teacher | <input type="checkbox"/> a conference with the teacher |
| <input type="checkbox"/> a phone call from the counselor | <input type="checkbox"/> a conference with the counselor |
| <input type="checkbox"/> a phone call from the principal | <input type="checkbox"/> a conference with the principal |

Parent Signature: _____ Received By: _____

Date: _____ Received Date: _____