

Parents: Share Your Issues With Us

Dear Parents,

It's our intent to resolve your issues quickly and with professionalism. We understand that there may be times when you're too busy to stop in and discuss things face-to-face. Or times when we appear to be unavailable. Nonetheless resolving your issues is of great importance to us.

Use this form as one way to communicate us. Once we receive a completed form from you we will evaluate the best possible solution and contact you to share our ideas for remedying the situation. Depending on the situation we may contact you via phone, mail or in person to follow up. At any time you can feel free to follow up with us.

Please share your issue below. Use the back of this paper if you need more room. The more specific you are the better we'll be able to help. For example state: "It happened on the bus last Tuesday" or "It happens nearly every day." If you have already talked to a staff member about trying to solve the problem, please tell us with whom you spoke with and about the solutions that were discussed/implemented to date. The details of your issue will be discussed only with staff members involved in the problem.

Thank you for leaving your completed form with the director.

Parent/guardian _____ **Date** _____

Child's name _____

Issue:

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****FOR LEADERSHIP TEAM TO COMPLETE****

Issue Resolution:

Who needs to be involved to resolve this issue:

Meeting with all parties who need to be involved in resolution is scheduled on:

_____ at _____.

___ All parties have been informed of meeting and the agenda.

Issue Resolution:

Action Steps For Resolution:	Person Responsible:	Completion Date:
1.		
2.		
3.		
4.		
5.		

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Parent Follow Up:

Solution to communicate with parent:

This will be communicated via:

Face-To-Face Meeting

Letter sent to home

Other: _____

Follow Up From Parent:

Was this issue resolved to his/her satisfaction: yes no

Comments from parent:

Leadership Follow Up Plan of Action:
