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Parent Concerns and Complaint Form

TITLE I PROGRAM

GUIDELINES FOR PARENTS REPORTING CONCERNS

1. Contact your Child's Teacher: In the event that you have a concern about your child at his/her school, it is very important that you contact your child's teacher first because this is the person who has the most insight into your child's needs.
2. Contact the Principal: If you have contacted your child's teacher regarding your concern and you feel your concern hasn't been answered to your satisfaction, please complete the information below and submit this form to the Principal.

Previous Action Taken:

___ Contacted child's teacher ___ Other

Student's First Name: _____

Student's Last Name: _____

Student's Session Time: _____

Parent's First Name: _____

Parent's Last Name: _____

Mailing Address: _____

Phone: _____

Email Address: _____

Preferred method of contact: ___ Phone ___ Email ___ Other: _____

Date you contacted the teacher of your concern: _____

Name of teacher you communicated your concern to: _____

Nature of concern that you communicated to the teacher: _____

Teacher's response to your concern: _____

Why do you feel your concern by the teacher has not been addressed to your satisfaction? _____

What outcome are your looking for? _____

Parent Signature

Date

Upon submission of this information to the Principal, the Principal will have up to 5 days to investigate concern. Principal will communicate to parent the findings. Decision of Principal will be final.