



# 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. (Policy FNG Local)

In order to better facilitate your concern in a thorough and timely manner, please complete the information below and return to the appropriate campus or district office.

Parent's Name: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Home Campus: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Teacher's Name (if applicable): \_\_\_\_\_

**Please briefly describe your concern/need: (Please attach any additional documentation if necessary)**

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**Desired Outcome: (Please briefly describe the outcome or resolution you are seeking)**

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**Prior communication-please check all that apply:**

- I have spoken with or had a conference with the appropriate teacher regarding this situation.
- I have spoken with or had a conference with a Principal/Assistant Principal/Counselor regarding this situation.
- I have not yet spoken with any campus staff member regarding this incident.

**I request the following:**

- a phone call from the teacher       a phone call from a campus administrator       other \_\_\_\_\_
- a phone call from a counselor       a conference with the teacher
- a conference with a counselor       a conference with a campus administrator

\_\_\_\_\_  
Parent Signature & Date

\_\_\_\_\_  
Received By & Date