



PARENT CONCERN FORM

The Board of Education at Leland School encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, staff member, or administrator. The issue should be brought forward within 14 days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. A written or documented verbal response must be made within 5 days of receipt of the parent concern form.

In order to better address concerns in a thorough and timely manner, please complete the information below and return to the main office.

Parent's Name _____ Today's Date _____

Student's Name _____ Grade Level _____

Phone Number _____ E-mail _____

Incident Date(s) _____ Teacher's Name (if applicable) _____

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

Text boxes will adjust as needed.

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

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 the Principal or Counselor regarding this situation.

_____ I have not yet spoken with any staff member regarding this incident.

I request the following:

_____ A phone call from the teacher _____ Phone call from the counselor _____ Phone call from administrator

_____ A conference with the teacher _____ Conference with the counselor _____ Conference with administrator

Parent Signature & Date

Received By & Date