



2. List the names of all individuals with whom you have spoken about your concerns. Indicate the dates of contact, and any resolution that resulted from that contact.

CONTACT PERSON/POSITION	DATE	RESOLUTION/COMMENTS

3. What do you wish to achieve to help bring resolution to your concern(s)?

---



---



---



---



---



---



---



---



---



---

4. Please attach any supporting documents related to your concerns.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR BOARD USE ONLY**

Date Complaint Received by Board \_\_\_\_\_ School Policies & Procedures Followed by Parent? \_\_\_Yes \_\_\_No

**Board Recommendations:** \_\_\_ Refer to Principal \_\_\_ Investigate Further \_\_\_ Refer to GA Dept. of Education \_\_\_ No Action

**Disposition**

Parent Follow-Up Date \_\_\_\_\_

Comments:

Other Follow-Up Date \_\_\_\_\_

Comments:

Who/Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other Follow-Up Date: \_\_\_\_\_

Comments:

Who/Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

