

## **Parent Concern Form**

### **Warren Township Public Schools Title I Parent Concern Documentation**

The Warren Township School District is committed to open communication between school staff and parents in order to reach the goal of educating all students. As such, the district is aware that parental concerns may arise periodically. These concerns must be resolved in a timely fashion. The following procedures have been developed to address concerns dealing with Title I, Part A programs, services, and staff members. All concerns must be directed to the building principal.

Filing a Concern (the person with the concern does the following):

1. Gather all information related to the concern.
2. Complete the form found below. Remember, being as specific as possible will help to resolve the issue as quickly as possible.
3. Send the form to the building principal's office.
  - a. Central School - Mrs. Janet Milita
  - b. Mount Horeb School - Mr. Scott Cook
  - c. ALT School - Ms. Kathy Bond
  - d. Woodland School - Mr. Jeff Heaney

Response to Complaint (the building principal does the following):

1. Investigate and prepare a response to the concern.
2. Set an appointment with the originators of the concern in order to resolve the issue.

Additional Step (if required) If the concern cannot be resolved by the building principal, a meeting will be arranged with the District Title I Coordinator.

# Title I Parent Concern Form

## To Be Filled Out By Parent/Guardian:

<b>Name of Person Completing Form:</b>	<b>Student Name:</b>
<b>Address:</b>	
<b>Home Phone: Cell Phone:</b>	<b>Date:</b>
<b>Nature of Concern &amp; Related Information Specific to Your Child:</b>	

## To Be Filled Out By School Staff:

<b>Date Received By Principal:</b>
<b>Date of Conference:</b>
<b>Date Resolved:</b>
<b>Nature of Resolution:</b>