

Community RelationsParent/Patron Comment Forms

Parents and patrons may file a comment with the Superintendent. Comment forms are available in the office of each building. These forms are intended to help resolve issues, arbitrate disputes, facilitate understanding, recognize achievements, and commend success.

Comment forms which have been properly filed with the Superintendent which directly involve a staff member shall be forwarded to the staff member's immediate supervisor for investigation, discussion, and resolution. The forms shall be retained in a separate confidential file in the office of the staff member's immediate supervisor for a period of three years. At the end of the three year period they may be discarded. Comment forms shall not be placed in the staff member's personnel files unless deemed appropriate by the Superintendent or immediate supervisor.

Date of Adoption: January 12, 2010

Date Reaffirmed: April 12, 2021

MINDEN SCHOOLS COMMENT FORM

Commenter: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Comment: \_\_\_\_\_

Supportive Evident or Witness: \_\_\_\_\_

Signature of Commenter                      Date  
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PRINCIPAL'S RESPONSE

Principal: \_\_\_\_\_ Date Response Received: \_\_\_\_\_

*The principal will attach a written response indicating the comment, investigative procedures, supportive evidence of witnesses, and recommendation.*

*The attached response has been reviewed with the person initiating the comment by the principal.*

Signature of Commenter              Date              Signature of Principal              Date  
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