



# HUGOTON USD 210

## Communication/Concerns Form

Parent/Guardian    
  Student    
  District Employee    
  Other \_\_\_\_\_

USD 210 believes in resolving issues at the lowest possible administrative level. Complaints to the Board, as a whole or individual, will be referred to the administration for study and resolution. This form contains a procedure and will guarantee that every concern will receive consideration of the school district's administration.

**Step 1:** Please state the concern(s) and discuss the complaint in detail. Also, state what you consider to be appropriate action to alleviate the concern(s). Submit this form to the building Principal.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Complaint: *(Please use additional pages, if necessary)* \_\_\_\_\_

**Step 2:** The building principal will deliver his/her opinion and what action he/she will take. A written response will be delivered within five school days.

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Action Taken: \_\_\_\_\_

**Step 3:** If the opinion delivered by the principal is not considered satisfactory, you may submit this form to the superintendent of schools. The superintendent then has five (5) days to render a decision.

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Action Taken: \_\_\_\_\_

**Final Action:** If these steps have been followed and you have not received what you consider a satisfactory response from the previous steps, you may approach the Unified School District 210 Board of Education with your concern at a regularly scheduled Board of Education meeting.