

# COMMUNICATION FLOW CHART

Where Do You Go With A Question Or Concern?

First Step >.....

**Teacher  
Employee  
Or Coach**

The first step of communication regarding a program or service provided by USD #243 should be directed and communicated to the employee or service.

Second Step >.....

**Principal  
or  
Supervisor**

If more information is needed or you still have concerns about the program or service, a discussion should be scheduled with the principal or supervisor.

Third Step >.....

**Supt. Of  
Schools**

A conference with the superintendent is appropriate if, after a discussion with the principal or supervisor, Communication needs have not been met.

Fourth Step >.....

**Board  
of  
Education**

The last level of communication with the district about a program or service is the Board of Education.