

Parents & Patrons Resolution Form

Level 1 — School Principal Level

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DATE FORM RECEIVED IN BUILDING: _____ BY: _____

1. State specifically and in detail the complaint or request: _____

2. State or attach any evidence or data you have in support of your complaint or request: _____

3. State what remedy or action you are requesting: _____

4. Principal's response: _____

5. Principal's reasoning: _____

PRINCIPAL'S SIGNATURE: _____ DATE: _____

Level 2 — Assistant Superintendent Level

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DATE FORM RECEIVED @ ADMIN: _____ BY: _____

1. State specifically and in detail the complaint or request: _____

2. State or attach any evidence or data you have in support of your complaint or request: _____

3. State what remedy or action you are requesting: _____

4. Asst. superintendent's response: _____

5. Asst. superintendent's reasoning: _____

ASST. SUPT'S SIGNATURE: _____ DATE: _____

Level 3 — Superintendent Level

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DATE REC'D IN SUPT'S OFFICE: _____ BY: _____

1. State specifically and in detail the complaint or request: _____

2. State or attach any evidence or data you have in support of your complaint or request: _____

3. State what remedy or action you are requesting: _____

4. Superintendent's response: _____

5. Superintendent's reasoning: _____

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____