

Parent/Community Concern Resolution Form

This form is to be completed by the attending Administrator/Supervisor if a member of the public / parent has brought forward a **Public /Parent Concern Form** to their attention.

Please make a copy of the submitted **Public /Parent Concern Form**. Together with this completed form, it needs to be forwarded if the issue progresses to Steps Three, Four or Five.

Please describe your concern that has been brought forward.

Please outline the steps taken to resolve this concern.

Please describe the resolution for this concern or, if not resolved, your recommendations for the resolution to this concern.

Name of Administrator/Supervisor (please print) _____

Administrator/Supervisor Signature _____

Date this form was completed: _____

Please forward a copy to individual staff member (s) concerned.