

Parent/Teacher Concern and Response Form
Speaking the truth in love. Ephesians 4:15

This form can be used either by a parent expressing concern over an issue or a teacher having a concern or an issue. It is intended to help us each understand the issue and what we agree to do to address the concern.

Date: _____

Person Initiating the Concern: _____

Issue or Concern:

These issues or concerns should first be dealt with between teacher and parents, but if resolution is not found, it should be taken to the administrator. The action steps may be from teachers, parents or administrators.

Actions to be taken by the Teacher:

Actions to be taken by the Parent:

Actions to be taken by Administration:

Date to be reviewed for progress: _____

Choosing a reasonable amount of time to see a correction helps us all evaluate if our solutions were effective.

Parent

Teacher

Administrator

