



PARENTAL CONCERN REFERRAL FORM

Formal Request For Referral

(To be completed by parent/guardian when referral beyond the school level is requested after step 2.)

School: _____

Principal / Vice-Principal: _____

Student Name: _____ **Grade:** _____

Parent / Caregiver: _____ **Phone (Home):** _____

SUMMARY OF CONCERN

What is / was the issue?

When was the issue?

Who is / was involved?

Step 1 Parent has reviewed concern with Teacher/Driver Date: _____

Step 2 Parent has reviewed concern with Principal/Head Driver Date: _____

Step 3 Parent has reviewed concern with Family of Schools Supervisor/Coordinator of Transportation Date: _____

Step 4 Parent has reviewed concern with appropriate Assistant Superintendent Date: _____

Step 5 Parent has reviewed concern with Superintendent Date: _____

Step 6 Parent has reviewed concern with appropriate Board Committee Date: _____

Step 7 Parent has reviewed concern with Board Date: _____

Signature of parent / Guardian

Date Signed

Received by

Date Signed

Copy to Principal