

Parent/Community Concern Form

Helpful Hints, Reminders, and Points to consider:

1. Have I reviewed the Division's Public Concern Protocol?
2. Where did I get my information?
3. Have I approached the staff member directly involved?
4. Do I feel I was listened to? Did I listen to the staff person?
5. When did the incident happen?
6. What challenges has this situation caused for my child or me?
7. Do I require more information?
8. Where will I find that information?
9. Would it be beneficial to seek help from a support person or advocate?
10. What does a resolution look like to me?

We ask that individual staff have the opportunity to address specific concerns that others may have with their actions or choices. If this is not possible, or a meeting/conversation has taken place and the issue is not resolved, then please complete this form and submit it to the staff person's supervisor (see chart on the back side of this form). A copy will be provided to the individual staff person concerned.

Name: _____

School/Department Involved: _____

Home Ph. #: _____ Work#: _____

Cell#: _____

Date: _____ Email: _____

Please describe the concern: be brief and factual, identify the person (s) involved, use additional paper if necessary.

Have you attempted to resolve the issue? If possible, include dates and times.

What would you like to see happen?

Supervision Chart

Step 1: Individual	Step 2: Supervisor	Step 3: Supervisor	Step 4: Board of Trustees	Step 5: Minister of Education
School Based Staff	School Principal	Superintendent	Board of Trustees	Minister of Education
Transportation Staff	Director of	Superintendent	Board of Trustees	Minister of
Maintenance Staff	School Principal	Director of Operations	Board of Trustees	Minister of Education
Technology Staff	Director of	Superintendent	Board of Trustees	Minister of
Clinicians	Student Services	Superintendent	Board of Trustees	Minister of
Division Office Staff	Secretary Treasurer	Superintendent	Board of Trustees	Minister of Education
School Principals	Superintendent		Board of Trustees	Minister of Education
Secretary Treasurer	Superintendent		Board of Trustees	Minister of Education
Director of Operations	Superintendent		Board of Trustees	Minister of Education
Superintendent/CEO	Board of Trustees			Minister of Education
Trustee	Board of Trustees			Minister of Education
Board of Trustees	Minister of Education			

Contact Information

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