



### 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