

Community RelationsParent/Patron Comment Forms

Parents and patrons may file a comment with the Superintendent. Comment forms are available in the office of each building. These forms are intended to help resolve issues, arbitrate disputes, facilitate understanding, recognize achievements, and commend success.

Comment forms are first filed with the Superintendent. Comment forms which directly involve a staff member shall be forwarded by the Superintendent to the staff members' immediate supervisor for analysis, discussion, and resolution. The forms shall be retained in a separate confidential file in the office of the staff members' immediate supervisor for a period of three years. At the end of the three year period they may be discarded. Comment forms shall not be placed in the staff members' personnel files unless deemed appropriate by the Superintendent or immediate supervisor.

Date of Adoption: October 11, 2004

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Date: _____

Comments:

Person Making Comments: _____
Printed Name
Signature

Address: _____
