



# Parent Report Query Form

Any parent who wishes to file a complaint must fill out this form completely and turn it in to the Principal or Vice Principal.

Today's Date: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell#: \_\_\_\_\_

Name of child (children) involved in complaint:

\_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_

Grade: \_\_\_\_\_

Please select from the Complaint categories which is most appropriate:

Inaccurate Grade(s)     Clubs, Societies missing     Positions of Responsibilities

Other: \_\_\_\_\_

Please state your complaint, include dates and name of school personnel if possible:  
(Use the back side of this form if necessary)

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What is the desired outcome?

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\_\_\_\_\_  
Parent/Guardian Signature