

Formal Concern Process Overview Checklist

Use this printable checklist to help guide your progress through the formal concern process.



LEVEL 1: INFORMAL PROCESS – School Level Discussion	LEVEL 2: FORMAL PROCESS – School Level Meeting and Documentation	LEVEL 3: FORMAL PROCESS – Central Office Level
<ul style="list-style-type: none"> <input type="checkbox"/> Contact the staff member involved (by email, note or phone) and explain your concern. <input type="checkbox"/> After the concern is discussed, write down what was agreed upon as the resolution. <input type="checkbox"/> If you are not satisfied with the resolution, contact the Assistant Principal and explain the concern. <input type="checkbox"/> If you are not satisfied with the resolution from the Assistant Principal, contact the Principal and explain the concern. <input type="checkbox"/> If your concern directly involves the Principal, contact the principal or optionally the Director of Schools. 	<ul style="list-style-type: none"> <input type="checkbox"/> If you have not already met with the Principal, complete Part 1 of the Formal Concern Form and submit it to the Principal. The Principal’s office will contact you within three 3 school days to schedule a meeting. Keep a copy for your records. <input type="checkbox"/> If you have already met with the Principal or you are not satisfied with the resolution from the Principal, you may proceed to Level 3 by providing documentation of the Principal’s decision along with Part 1 of the Formal Concern Form to the Director of Schools. Keep a copy for your records. <input type="checkbox"/> After the meeting, the Principal will complete Part 2 within 10 school days and provide a copy to the parent. 	<ul style="list-style-type: none"> <input type="checkbox"/> The Director of Schools/designee will review the concern and provide a written response within 10 school days. <input type="checkbox"/> If you are not satisfied with the resolution from the Director of Schools/designee, the written appeal may be forwarded to the Executive Director of Schools who will review the concern and provide a written response within 15 school days.
<p>For the detailed process description, downloadable form, and Frequently Asked Questions, please see www.hcps.org/formal-concern/</p>		