

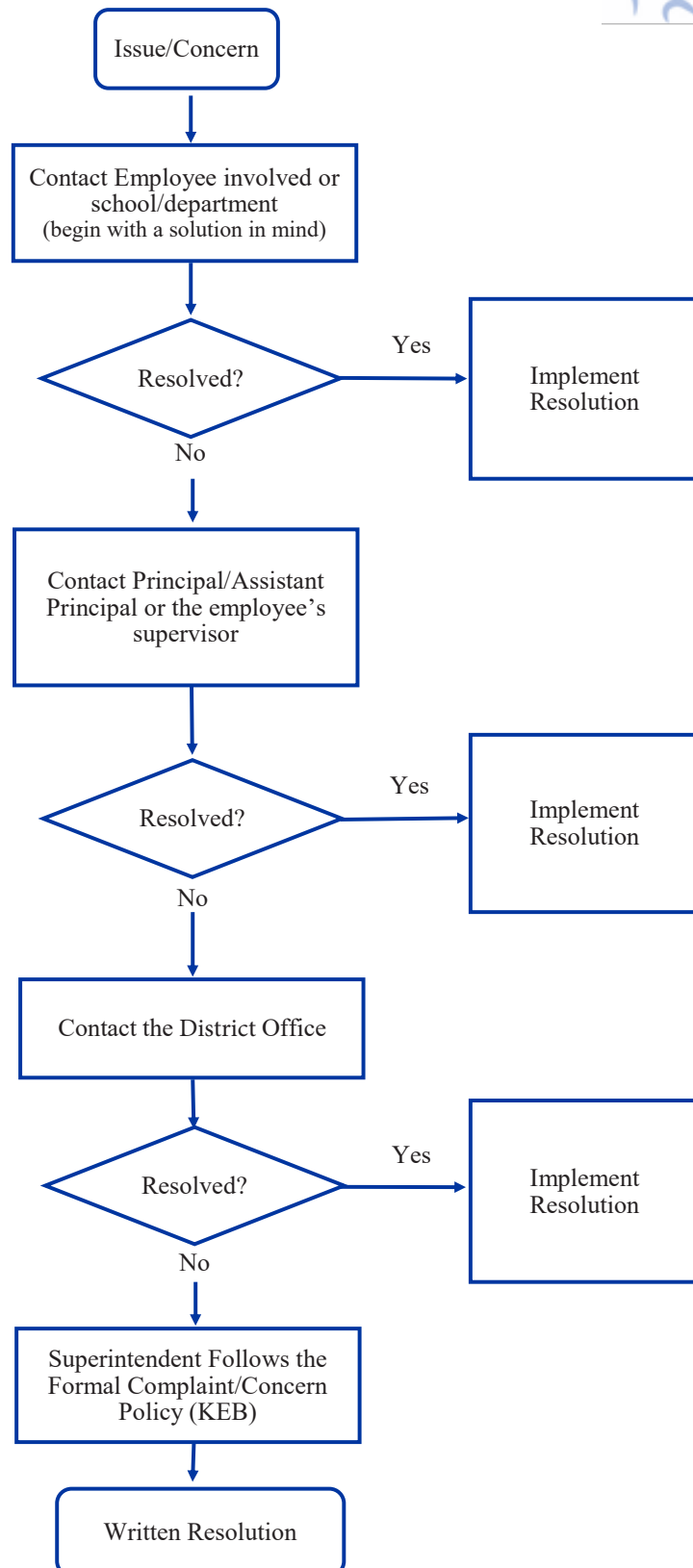
# PARENT INVOLVEMENT



## Parent Guide to Solving Problems



Littleton ESD values and supports resolving issues at the lowest level possible, beginning with a solution in mind and maintaining respect throughout the process. This is intended to help guide parents and staff through an efficient informal process outlined in Policy KEB. At any point when not making progress towards a resolution, parents may switch to the formal process.



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**PUBLIC CONCERNS AND COMPLAINTS**

**COMMUNITY COMPLAINTS**

**(This Form to be Submitted to the Area Supervisor)**

Person(s) or group filing complaint \_\_\_\_\_

Complainant's address \_\_\_\_\_ Phone \_\_\_\_\_

Date complaint is filed \_\_\_\_\_

Has problem been discussed with the administration?

Yes No Date \_\_\_\_\_

Summary of the charges (description of incident or event, including date, place, time, additional persons, alleged problem, and suggested solution):

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Identification of other witnesses or persons with information about concern:

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## The Projected Solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

[illegible]

Signature of complainant

Date \_\_\_\_\_

*The administration shall give one (1) copy to the complainant and shall retain one (1) copy for the file.*