

The Silver Tree Steiner School

Concern Report Form



This form is to be used for all Concerns, Grievances and Complaints within the school.

Once completed place in Administrator's in tray kept in the office. You can also return form by mail; mark envelope as CONFIDENTIAL and it will be opened only by Administrator. DO NOT EMAIL THIS FORM. Concerns will be processed in accordance with Concerns Policy.

INDICATE LEVEL OF CONCERN TO YOU (circle): MINOR MIDDLE MAJOR

- Date _____
- Name of person filling in this form _____
- Contact phone number _____
- Person filling in this form is a (please circle) :

Teacher Parent/ Guardian Teaching Assistant Other (specify)

Brief description of concern:

What you would like to see happening:

Thank you for filling out this form. You will be contacted by the Administrator who will let you know how your concern is being addressed.