



Cobequid Educational Centre

**PROCESS FOR RESPONDING TO
A PARENTAL QUESTION / CONCERN**

The following process is in place to ensure parents / guardians receive an initial prompt response to questions / concerns. Responses at each step should be provided as quickly as possible.

If you have a question or concern pertaining to your son's/daughter's extra- curricular activity, you should first try to resolve the issue with the appropriate coach or staff advisor. The majority of concerns can be resolved in this manner.

If the issue is not resolved through communication with the appropriate coach or staff advisor, please complete the form below and take it to the Athletic Director or your child's vice principal. The school principal maybe called upon, or Central Office staff maybe consulted, to help resolve the issue.

PARENTAL CONCERN REFERRAL FORM

Formal Request for Referral

(To be completed by parent / guardian when referral beyond the school Athletic Director / V.P. is required)

Name of Student: _____ Grade: _____

Parent / Guardian: _____ Home Tel. No.: _____

SUMMARY OF CONCERNS:

What is / was the issue? _____

When did the issue occur? _____

Who is / was involved? _____

Step 1 Parent has reviewed concern with coach / staff advisor Date: _____

Step 1 Parent has reviewed concern with athletic director / V.P. Date: _____

Step 3 Parent has reviewed concern with Principal Date: _____

Step 4 Parent has reviewed concern with Family of Schools Supervisor Date: _____

Signature of Parent/Guardian

Date Signed

Received by

Date Signed

Copy to Principal _____