

**School District of Clayton
Keeping Track of Your Concerns**

Use the following outline to keep a record of the contacts you've made while sharing your specific concern.

Specifically state the concern (jot down a few sentences that describe your concern):

My concern has been discussed with the following people:

| | |
|------------|----------------|
| Name _____ | Dates(s) _____ |
| Name _____ | Dates(s) _____ |
| Name _____ | Dates(s) _____ |
| Name _____ | Dates(s) _____ |
| Name _____ | Dates(s) _____ |
| Name _____ | Dates(s) _____ |
| Name _____ | Dates(s) _____ |

What was the result of the discussion(s)? _____

What are your suggestions and/or recommendations? _____

Please remember that if a concern is about a specific individual, it's next to impossible to resolve without involving that person in the conversation. Most importantly, please assume good will and be patient. Problems can't always be solved as quickly as we'd like. However, the District will work as expediently as it can to address any issue or concern.