



MCINTOSH AREA SCHOOL

BOARD RESPONSE TO FORMAL CONCERN

Request for Board Hearings must be made to the Governing Board Secretary within five business days of the principal's determination letter.

Principal's Letter Date	Complaint Received Date	Hearing Date

Resolution Panel Members At least 3 members necessary

Panelist Name	Position
Panelist Name	Position
Panelist Name	Position
Panelist Name	Position

Parent Information

Parent Name	Student Name
Parent Phone Number	Parent E-mail
Parent Concern	
Parent Suggestions Provided	Is Parent Suggestion Feasible?
	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, explain in comments</i>



Comments

Click here to enter text.

Staff Recommendations

Approved by Parent

Yes	No	List suggested resolutions here
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Principal Investigative notes

Date Received

Principal Recommendations

List suggested resolutions here



Panel Investigative notes

Date Received

Panel Recommendations

List suggested resolutions here



Panel Findings and Decision

Date Received

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Any Corrections must be made within five business days, written notice of the findings and documentation of corrections should be sent to all relevant parties within 7 working days.

Board Secretary: attach a copy of the notice and resolutions to this form and maintain in school file.

Principal: Review to ensure all proper laws for privacy and confidentiality are adhered to prior to placing in the file or redacted prior to information requests being made.

