

How was the concern addressed: Personal Interview / Telephone / E-mail

Who is responsible for monitoring this Concern: _____

Action Taken: _____ *Date:* _____

Follow-Up with Complainant: (School Use Only)

Has this Issue been Resolved?

Yes (state Date) _____

No (state why, who and what will be undertaken next)

Signed for School: _____ *Date:* _____