



Special Education

Parent
Advisory
Committee



SEPEC PARENT CONCERN FORM

PARENT CONCERN PROCESS

A couple things to consider:

Do you know the support team or have a team in place at your child/ren school?

Do you know and have built a relationship with the service providers, the teacher/s, the para, the CSE chair, the administrators at the school, and have you already had an informal meeting to discuss your child/ren needs?

If no, then you are missing out on a key component that can address most if not all of your concerns and that is establishing rapport with the home school and initiating an action plan to provide the best possible outcome for you and your child. (If you need assistance with that and would still like to express your concern then please fill out the form)

If you have established rapport and have a plan in place, and despite all of the attempts at the home school you still need to take further action then please fill out the form.

Submit the completed form to a SEPEC Parent Leader - If you have a concern, we welcome your constructive criticism. We would hope that any concern will be resolved at the point of origin. If that does not happen, these are the next steps to follow:

Step 1: Parent/Community Liaison Contact the Parent/Community Liaison - within the Office of Planning & Evaluation, and complete a Parent Concern Form. The Liaison will communicate with the Administrator (Principal, Director and/or Coordinator) on behalf of the parent to establish a meeting.

Step 2: Program Administrator/Staff member/Parent - The Program Administrator will establish a meeting between the parent and teacher/staff member to resolve the concern.

Step 3: Program Administrator/Parent - Should the concern remain unresolved, the Program Administrator will meet with the parent to resolve the concern.

Step 4: Superintendent - If the concern remains unresolved, the parent may request a meeting with the Superintendent. The Superintendent may request the presence of the Student Rights and Responsibility Coordinator and any additional staff to assist in the resolution.

Resolution Upon resolution, the Parent/Community Liaison will be informed to bring the closure to the process.

SEPEC's mission is to ensure understanding, respect, support and the appropriate education of all children in our community. We want to promote and support an innovative educational environment wherein children with disabilities have equal access to educational opportunities, encouraging all students to realize their full potential.

Thank you, SEPEC



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SEPAAC PARENT CONCERN FORM

Date: _____ Parent Name: _____

Mailing Address: _____

Primary Contact Phone: _____

Primary E-Mail: _____

Child/ren Name: _____ Grade: _____

Child/ren Name: _____ Grade: _____

School Site or Program: _____

School Site or Program: _____

If there is more children or schools; please list on the back of this form.

Date of Circumstance causing Concern: _____

If there are more than one incident, please explain on the back of this form.

Description of Concern: **If there is not enough space please complete on the back of this form.**

Has this incident/concern been reported to anyone else? Name & Position: _____

Date reported: _____

What remedy do you seek? _____

Parent Signature

Date