



Lakewood

Situation Report

Date :

Parent's or Parents' Name

Child's Name

Teacher's Name

Have you discussed this situation with your teacher?    YES            NO

Would you like the information to remain confidential? YES            NO

How should I respond to you?                      Email \_\_\_\_\_            Phone \_\_\_\_\_

**Purpose:**

To reveal school issues as they are uncovered. These issues include anything that is unsatisfactory for which a quick and expeditious solution cannot be reached or any other issue that has negative impact on the school, its faculty, students or community. **Caution!** This is **NEVER** a third party dialogue. You must be a part of the actual dialogue.

**Priority:**

Priority One -    Directly impacts the well being and/or safety of a student (**response within two business days**)

Priority Two -    Impacts the faculty and/or community (**response within one week**)

Priority Three -    Reveals a situation worth investigating (**response within two weeks**)

**Situation:** briefly explain the situation— use facts and **observable** data only

**Present Remedy:** briefly explain how the situation is being handled today

**Issues Concerning:** briefly explain any consequences of keeping the status quo

**Recommendations:** briefly reveal your recommendations for a probable solution. Include any effects this action may have on:

- |                     |                                     |                       |
|---------------------|-------------------------------------|-----------------------|
| <b>Morale</b>       | <b>Personnel behavior</b>           | <b>Community</b>      |
| <b>Productivity</b> | <b>Roles &amp; responsibilities</b> | <b>Accountability</b> |

**Comments:**

---

---

---

---

---

---

---

**School Response/Follow-Up for Parent:**

---

---

---

---

---

---

---

---

---

---

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**School Representative:** \_\_\_\_\_  
**Name** **Title**