Murray City School District
Patron Concern Form

Date of Concern: ________________________ School: ________________________

Name: ________________________ Student: ________________________

Telephone No.: ________________________ E-Mail: ________________________

Describe the concern as accurately as possible (including dates, locations, witnesses, and any relevant information):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Attach additional information if necessary)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Person Filing Complaint ________________________ Date ________________________

School Involvement

Date Received: ________________________ Date Completed: ________________________

Result: Parent/Complainant notified of result (required) via: ☐ phone ☐ e-mail ☐ in person ☐ other
☐ Concern resolved:
☐ Concern unfounded ☐ Concern Inconclusive ☐ Referred to District

District Involvement (if unsuccessfully resolved at the school level)

Date Received: ________________________ Date Completed: ________________________

Result: Parent/Complainant notified of result (required) via: ☐ phone ☐ e-mail ☐ in person ☐ other
☐ Concern resolved:
☐ Concern unfounded ☐ Concern Inconclusive ☐ Referred to District

A copy of this should be kept at the school or sent to Student Services and saved for two years from the date of concern.

Note: It is the expectation that issues of concern be addressed at the level of concern first. For example, if a parent has an issue with the curriculum taught in a class, the parent and teacher should meet first to resolve that issue.

(Rev. 01/10-RM)