

# Bessemer City Schools

1621-5<sup>th</sup> Avenue North  
Bessemer, AL 35020

Autumm Jeter, Ed. D., Superintendent

(205) 432-3000

## Concern & Resolution Form

### YOUR INFORMATION

DATE:-----

Salutation: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>		Other:	
Parent First Name:		MI:	Parent Last Name:
Student First Name:		MI:	Student Last Name:
Street Address:			
City:		State:	Zip:
Home Phone:		Work Phone:	
Email:			
What is the best way to contact you? Phone <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/>			
What is the best time to contact you? Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/>			

### SCHOOL INFORMATION THAT IS SUBJECT OF THE COMPLAINT

Name of School:		Student Grade:	
Street Address:			
City:		State:	Zip:
Phone:			
Type of Complaint <input type="checkbox"/>			
Have you tried to resolve your complaint with the school or school administrator? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, When?		How? Phone <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Other	
Contact Name:		Title:	
Have you filed a complaint or contacted the school? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes,			

**CONCERN DETAILS**

Describe events in the order in which they occurred, including any names, phone numbers, and a full description of the problem with the date(s) and time(s). You should also include any response from the school or school administrator.

Be as brief and complete as possible to make the explanation clear. Use separate sheet(s) of paper if you need more space.

Blank lined area for describing the concern details.

Please be advised that the issues described in this complaint will be shared with the school and school administrator in question for their response.

I certify that the information provided on, or with, this form is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONCERN DETAILS-CONTINUED**

Lined area for writing details of the concern.

Please be advised that the issues described in this complaint will be shared with the school and school administrator in question for their response.

I certify that the information provided on, or with, this form is true and correct to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### DESIRED RESOLUTION

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What action by the school or school system would resolve this matter to your satisfaction?

Disclaimer: The Board of Education shall not be bound to adhere to your specific resolution to this concern/complaint. However, the Board will take into consideration all reasonable suggestions, pending the outcome of the investigation.

I certify that the information provided on, or with, this form is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This document should be completed and returned to the Department of Attendance, Safety & Security. If this situation requires the attention of another department, this form will immediately be forwarded to that department.