



**Académie Lafayette**

Globally minded. Locally active. Critical thinkers.

## **PARENT OR GUARDIAN CONCERN / APPEAL FORM**

Student's Name:	Teacher:	Grade:
Parent's Name:	Building:	
Daytime Phone:	Location of Incident:	Date of incident:

Please write a brief and precise description of the concern / incident

Parents and guardians are strongly encouraged to address their concerns to their child's teacher first, then the building principal. If they are not satisfied with the resolution they can appeal to the Head of School ([embengue@academielafayette.org](mailto:embengue@academielafayette.org)) and then to the President of the Board of Directors ([Bmccarthy@academielafayette.org](mailto:Bmccarthy@academielafayette.org)):

Has this concern / incident been already reported to:

1. the Teacher:
2. the Building Principal
3. the Head of School

What resolution do you seek for this concern / complaint?

Parent Signature  
Received by

Date