

**Clark County School District No. 161**

**COMMUNITY RELATIONS**

**4120F**

**Concern You Would Like Addressed**

(Please keep your presentation to one sheet. Thank you.)

Name: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Subject: \_\_\_\_\_

Problem: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Examples that demonstrate the problem: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Results: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Suggested Solutions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Signature

**Response to Concern**

Person Responding: \_\_\_\_\_

Response Date: \_\_\_\_\_ Method used to communicate response: \_\_\_\_\_

Actions taken to investigate concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

People contacted in gathering information upon which to make decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Findings of the investigation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Results of communicating the decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature