Junipero Serra High School Parent Teacher Organization (PTO) Parent Comment Form

This form is provided by the Parent Teacher Organization to assist parents in their communication with Staff, Coaches, and Administrators. Please complete, turn into Main Office and ask that it be placed in the PTO mailbox (place in sealed envelope, if possible).

Parent Name	Date				
Phone Number(s)					
Staff Member Contacted E-mail Voice Mail In-person Teacher Teacher Counselor	Phone Number(s)	Best time t	Best time to contact		
Powerschool not updated for more than two weeks	Student Name	Grade			
Powerschool not updated for more than two weeks					
Grade discrepancy Upprofessional Staff/Teacher Behavior Follow-Up Staff Member Contacted Teacher Teach					
Unprofessional Staff/Teacher Behavior Follow-Up None of the above. Please provide details of the concern/issue (write legibly) Method of Contact (Include date and # of attempts) In-person In-				e Service	
Follow-Up					
None of the above. Please provide details of the concern/issue (write legibly) Method of Contact (Include date and # of attempts) In-person Pleaseher In-person Pleaseher					
Method of Contact (Include date and # of attempts) Staff Member Contacted Teacher Teacher Counselor Vice Principal Principal Dean of Students Please describe the outcome or remedy you are seeking for this concern.	•			III WITNIN Z	
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Counselor Vice Principal Principal Dean of Students Please describe the outcome or remedy you are seeking for this concern. OFFICE USE ONLY	Teacher				
Vice Principal Principal Dean of Students Please describe the outcome or remedy you are seeking for this concern. OFFICE USE ONLY	Counselor				
Principal Dean of Students Please describe the outcome or remedy you are seeking for this concern. OFFICE USE ONLY	Vice Principal				
Dean of Students Please describe the outcome or remedy you are seeking for this concern. OFFICE USE ONLY	Principal				
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Please submit all completed forms to PTO mailbox or send to ptopresident@la-serrahs.org

DATE ISSUE RESOLVED