

**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).

Date _____
 Parent Name _____ E-mail _____
 Phone Number(s) _____ Best time to contact _____
 Student Name _____ Grade _____

Issue (s)

- Powerschool not updated for more than two weeks
- Grade discrepancy
- Unprofessional Staff/Teacher Behavior
- Follow-Up
- None of the above. Please provide details of the concern/issue (write legibly)
- Commendation/Excellence Service
- Recommendation
- Need assistance making appointment
- Failure to return call/e-mail within 2

Staff Member Contacted	Method of Contact (Include date and # of attempts)		
	E-mail	Voice Mail	In-person /Phone
Teacher			
Teacher			
Counselor			
Vice Principal			
Principal			
Dean of Students			

Please describe the outcome or remedy you are seeking for this concern.

OFFICE USE ONLY

DATE FORM RECEIVED	COPY PLACED IN VP
HOW RESOLVED	COPY STUDENT FOLDER
	DATE ISSUE RESOLVED

Please submit all completed forms to PTO mailbox or send to ptopresident@la-serrahs.org