



Section 1: Issue

Name your issue or any challenges at the school that need to be addressed.

Section 2: Role of the Parent in Addressing the Issue

What is your role as parent in relation to this issue?

Section 3: Effectively Communicating Your Concern Regarding the Issue

What is the message you are trying to communicate? (Use the prompts below to write a clear and complete statement.)

- 1. **Name:** (What did you write for Section 1?)

- 2. **Explain** your issue is in your own words.

3. **Support:** (This is evidence – something that happened (personal story), statistics, a regulation that says you deserve a specific service.)

4. **Conclusion:** State what you want to have done.

Use the space below to write your complete statement.

Section 4: Networking and Contacting the School

Who do you need to contact at the school to make sure your issue is being addressed or at least to make the school know you are concerned? (Use the handout called, “Key People in Schools” to list 2 or 3 people that need to be contacted regarding this issue.)

Person 1: _____

Person 2: _____

Person 3: _____