

The Mission of the Special School District (SSD) Parent Advisory Council (PAC) is to effectively collaborate with and advise its stakeholders (including parents/guardians, the SSD Board of Education, Governing Council, SSD Administration and staff, and partnering school district administration and staff) in order to improve the educational, self-efficacy, and social outcomes of each student served by SSD.

Special School District  
Parent Advisory Council  
**Parent Concern Form**

The attached document is part of the Special School District's (SSD) Parent Advisory Council's (PAC) initiative to capture and report data on parent/guardian concerns within the Special School District.

***What do I do?***

- Complete the attached form in full and return it to the SSD PAC:
  - By email ([pac@ssdmo.org](mailto:pac@ssdmo.org))
  - By mail to the SSD PAC c/o Amy Doyle at 12110 Clayton Rd., Town & Country, MO 63131.
- If you wish to address your concerns to the council directly, you may do so at the SSD PAC monthly meeting during the Public Comments portion of the agenda. The SSD PAC meetings are held on the third Wednesday of each month at 7:00pm in the main board room at the SSD Central offices located at 12110 Clayton Rd., Town & Country, MO, 63131.
- Should you require assistance to complete your form, please contact the SSD PAC via email ([pac@ssdmo.org](mailto:pac@ssdmo.org)) or by contacting Amy Doyle at (314) 989-8419, or by notifying an Executive Committee member at the monthly meeting..

***What happens next?***

- Once your form has been submitted, you will be contacted within five (5) business days by a member of the Special School District Administration to assist you in resolving your concern.
- After five (5) business days, a member of the Parent Advisory Council Executive Committee will follow-up with you to make sure you have been contacted by the Administration.
- The data from your concern will be collected, tracked, and reported back to both the PAC and the Administration to help identify any ongoing parent concerns within the district.

***We appreciate your time in voicing your concerns to the Parent Advisory Council!***

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## **Parent Advisory Council (PAC) Parent Concerns Form**

Please complete this form and return it to Parent Advisory Council Executive Committee. Please let the Executive Committee know if you require assistance to complete your form.

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

School District: \_\_\_\_\_

Phone: \_\_\_\_\_ Preferred Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred Contact: \_\_\_\_\_

Will you be addressing the Council at tonight's meeting? (select one)

- I will be speaking during the Parent Concerns section of the agenda tonight.
- I would like someone to read my concerns for me; I do not wish to speak.
- I would like to speak, but would like someone to transcribe my concerns to this form.

Please summarize your concerns: \_\_\_\_\_

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What administrators, if any, have you already spoken to (either in Special School District or your home district):

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What resolution are you seeking? (select one)

- Please contact me by:
  - Email \_\_\_\_\_
  - Phone \_\_\_\_\_
- No response necessary; I just wanted to bring the issue to the attention of the Council and Administration.

### PAC USE ONLY

Date Received: \_\_\_\_\_ Action Code: \_\_\_\_\_ Form Number \_\_\_\_\_ Admin Copy Date \_\_\_\_\_

Notes \_\_\_\_\_