



Concern Resolution Process Form

FOR COMMUNITY OR FAMILY USE

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Clear Form

June 2023

Prior to engaging in a formal resolution process and using this form, community members are asked to engage in an informal resolution process outlined in our [FCPS Community Concern Map](#)

If you are not satisfied with the written decision of the school principal and director, you may forward this form to register a formal concern. Forms are submitted to the director, with a note explaining the basis for disagreeing with the decision and requesting a formal review. Contact information for the school directors may be found at this list [HERE](#). The director/designee will respond and a written response on the review will be provided within ten (10) school days after receiving the formal concern form.

Part 1 – To be completed by the complainant

Your Name: _____
Last First Middle Initial

Preferred Phone: _____ Preferred Email: _____

Address: _____
Street City State Zip

Concerning Which School or Office: _____

Step 1: Date of contact with Staff Member involved: _____ Staff Name: _____

Step 2: Date of contact with School Principal: _____ Principal's Name: _____

Please state your concern: (Attach additional sheets and documentation, if necessary)

Action or Remedy Requested

Print or Sign Name: _____ Date Submitted: _____

Part 2 – To be completed by the director

Date Received: _____ Initials: _____ Date Contact Made: _____ *Within 3 days of receipt*

Date of Meeting: _____

Summary of Meeting Contact

Outcome or Identified Next Steps

School Director: _____
Name Phone email

Print or Sign Name: _____ Date Submitted: _____