**FAMILY CONCERN PROCESS**

If you have concerns at a school site, please see below for the Parent Concern Process that should be followed for your site.

Aspire Public Schools encourages students, parents, and staff to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus staff.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Step 1 - Meeting/discussion with the specific staff member  
Step 2 - Meeting/discussion with the person’s supervisor (if applicable)  
Step 3 - Meeting/discussion with the Principal Phone: [510-567-9631]  
Step 4 - Meeting/discussion with the Area Superintendent or Associate Superintendent

-----Contact information available from the school office-----

If an informal conference regarding a concern fails to reach an outcome that is satisfactory to the staff member, student, or parent, he/she may initiate the formal process by filing a written complaint. The form is available at the end of this handbook. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.
FAMILY CONCERN DOCUMENTATION FORM

Your Name________________________________________________________
Name of Student___________________________________________________

Address __________________________________________________________
Telephone _____________________ (day) ________________________ (evening)
School Site___________________________

Description of Concern:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please describe your desired solution:
________________________________________________________________________
________________________________________________________________________

____________________________
Signature_____________________________
Date______________________________

Please mail, fax or deliver to your school site or Regional Office

<table>
<thead>
<tr>
<th>6720 S. Alameda Street, Huntington Park, CA 90255</th>
<th>5901 E. Saluson Ave, Commerce, CA 90040</th>
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</thead>
<tbody>
<tr>
<td>Phone: 323-583-5421 Fax: 323-826-9608</td>
<td>Phone: 323-837-9920 Fax: 323-837-9921</td>
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</tbody>
</table>

Date received by Aspire School or Regional Office ________
Date copy provided to School Principal: __________