Parent Communication Flow Chart

You Have a Question or Concern

1. **Contact the Classroom Teacher First**
   - Grades or Missing Assignments
   - Classroom Behavior
   - Classroom Procedures
   - Day-to-Day Concerns
   - Classroom Communication

Email or contact your student's teacher directly- Please allow teachers up to 48 hours to respond

Did the Teacher Respond in the Alloted Time?

Yes- Work directly with teacher to resolve the concern

No- Move to step 2

2. **Contact the Front Office**
   - The front office can help facilitate the communication when needed

3. **Need More Assistance**

If the concern remains unresolved after you have communicated with the teacher, then front office can help determine the appropriate next steps.

*If you contact the office requesting to speak with the Principal regarding a classroom-level concern the Principal's admininstrative Assistant will first direct you to the classroom teacher if you have not yet contacted them.