Skagit Academy

Communication Form (12/16/19)

Your Information ***(Optional - but helpful)***

Name: _____**Date:** _____

I am a: ☐ **Student** (Grade:_____) ☐**Parent** **Phone:**_____

Email: _____

Reason for Your Communication:

☐ **Concern** ☐**Question** ☐ **Celebration** ☐ **Suggestion** ☐**General info**

☐ **Something Happened:**

Date (When did it happen?) _____About what time? _____

Where did it occur? _____Did others see this happen? _____

If you know the names of others who saw this, what are their first & last names (if known)?:

_____

What would you like to tell us? : *(Use the back of the form if you need more space.)*

_____

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All forms will be given to the school principal. If you would like other teachers or staff to know about this, please list their names here:

_____

*Please place the completed form in the *Communication Form* box located in the main entryway.