ADVANCE FOUNDATIONS ADVOCACY CENTER

Empowering Families. Protecting Student Rights. Ensuring Equitable Education for Every Child.

FAITH. Education. Justice.

CONCERN & RESOLUTION SUMMARY

Identify the concern. Document the response. Define the resolution. Track what happens next.

PURPOSE OF THIS FORM

Use this form to summarize a school-related concern and create a clear record of what the parent reported, what the school or team said, what was agreed to, what remains unresolved, and what follow-up is required. It can be used after a phone call, meeting, IEP or 504 meeting, incident, discipline matter, service concern, records issue, or other advocacy discussion.

THE PARENT HOLDS THE HISTORY

Professionals bring expertise. Parents bring history. The child brings lived experience and voice. All three matter. A written summary helps preserve the parent's understanding of the concern and prevents important details, promises, disagreements, and next steps from being lost.

1. STUDENT AND MEETING / CONTACT INFORMATION

Student Name: _____	**Date of Birth:** _____
School: _____	**Grade:** _____
Parent/Caregiver: _____	**Date of Contact / Meeting:** _____
Meeting / Contact Type: _____	**School Contact / Team Lead:** _____
IEP / 504 / Other: _____	**Date Summary Completed:** _____

2. CONCERN IN ONE SENTENCE

State the main concern as clearly and specifically as possible. Example: 'My concern is that the IEP service listed for my child has not been consistently provided.'

_____

_____

3. AREA OF CONCERN

☐ IEP implementation	☐ 504 implementation
☐ Evaluation / eligibility	☐ Academic progress
☐ Related services	☐ Behavior support
☐ Discipline / removal	☐ Bullying / harassment
☐ Safety / serious incident	☐ Restraint / seclusion
☐ Attendance / school access	☐ Placement / LRE
☐ Communication / AAC	☐ Health / medical support
☐ Transportation	☐ Records / documentation
☐ Parent participation	☐ Retaliation concern
☐ Discrimination / disability access	☐ Other: _____

4. WHAT HAPPENED?

Summarize the facts, dates, events, services, decisions, or circumstances that created the concern. Separate what you personally know from what someone else reported.

_____
_____
_____
_____
_____

5. WHY THIS MATTERS FOR THE STUDENT

Describe the educational, developmental, emotional, behavioral, social, communication, safety, access, or other impact on the student.

_____
_____
_____
_____

6. PARENT'S CONCERN AND REQUEST

What did the parent ask the school or team to do? State each requested action clearly.

_____
_____
_____
_____

7. STUDENT'S VOICE / EXPERIENCE

What has the student said, communicated, shown, or experienced related to this concern? Include AAC, gestures, behavior, or other communication when relevant.

_____
_____
_____

8. SCHOOL / TEAM RESPONSE

Document what the school or team said in response. Include explanations, data discussed, proposals, refusals, commitments, and who made each statement when important.

_____
_____
_____
_____
_____

9. WHAT WAS AGREED TO?

Agreed Action	Person Responsible	Due / Start Date	How Completion Will Be Confirmed

10. WHAT REMAINS UNRESOLVED?

List any concern, request, disagreement, missing record, unanswered question, delayed action, or disputed fact that was not resolved.

_____

_____

_____

_____

11. DOCUMENTS / EVIDENCE REFERENCED

☐ IEP / 504 Plan
☐ Evaluation / assessment
☐ Progress data / student work
☐ Service logs
☐ Attendance / discipline records
☐ Incident / injury records
☐ Emails / messages
☐ Video / photo / recording
☐ Medical / therapy information
☐ Behavior data / FBA / BIP
☐ Parent log / notes
☐ Other: _____

12. DOCUMENTS STILL NEEDED

List any record, data, report, notice, policy, log, video, evaluation, or other information that still needs to be requested or received.

_____

_____

_____

13. RESOLUTION STATUS

☐ Resolved to parent's satisfaction
☐ Partially resolved
☐ Agreement reached, but implementation must be monitored
☐ School / team declined the parent's request
☐ No decision was made
☐ Additional meeting or review is needed

☐ Records / data are needed before a decision

☐ Parent disagrees with the outcome

☐ Other: _____

14. RESOLUTION SUMMARY

Describe the final resolution or current outcome in plain language. Be specific about what will change, continue, stop, be provided, be reviewed, or be reconsidered.

_____

_____

_____

_____

_____

15. FOLLOW-UP TRACKER

Follow-Up Item	Responsible Person	Due Date	Completed Date	Result / Notes

16. IF THE AGREEMENT IS NOT IMPLEMENTED

☐ Follow up in writing and reference the date of the meeting or agreement.

☐ Ask for the status of each agreed action.

☐ Request records or data showing whether the action occurred.

☐ Request an IEP, 504, or other appropriate meeting if the concern affects the student's plan or access.

☐ Ask for a written explanation of a proposal or refusal when applicable.

☐ Preserve emails, meeting notes, notices, service logs, and other supporting records.

☐ Consider the appropriate school, district, state, civil rights, dispute-resolution, or legal pathway if the concern remains unresolved.

AFAC LANGUAGE TO USE

"I am sending this Concern & Resolution Summary to document my understanding of our discussion. Please let me know in writing if the school believes any part of this summary is inaccurate. I am asking that the agreed actions, responsible persons, and timelines be confirmed, and that any unresolved requests or decisions be addressed in the appropriate written record."

17. PARENT CONFIRMATION

Parent/Caregiver Name:	**Date:**
_____	_____

Signature (optional): _____	**Next Follow-Up Date:** _____

AFAC KNOW-LEDGE

A resolution is not complete simply because a meeting ended. A strong resolution identifies what will happen, who is responsible, when it will happen, how the family will know it happened, and what the next step will be if it does not.

ADVOCACY SUPPORT NOTE

This AFAC form is provided for parent education, documentation, meeting follow-up, and advocacy support. It is not legal representation or individualized legal advice. The appropriate next step depends on the student's circumstances, the type of concern, the governing law or policy, and the actions already taken.