PARENT CONCERNS & STUDENT ADVOCACY WORKSHEET

A practical tool for families to document school concerns, ask informed questions, and seek solutions.

1 | Student and school information

Student name / initials: _____ **Grade:** _____ **School:** _____

_____

Parent / caregiver: _____ **Date prepared:** _____

_____

2 | What is your concern? (Check all that apply)

■ Academic progress ■ Evaluation / eligibility ■ IEP or 504 ■ Missed services ■ Discipline / removals
■ Bullying / harassment ■ Safety / injury ■ Discrimination ■ Retaliation / unequal treatment
■ Communication / parent participation ■ Attendance ■ Other: _____

3 | Describe the concern in your own words

What happened? Include date(s), location, people involved, and what you personally observed.

_____
_____
_____

4 | Separate facts from questions

What I KNOW firsthand:

_____
_____

What I was TOLD (and by whom):

_____
_____

What still needs to be VERIFIED:

_____
_____

5 | Impact on my child

■ Learning ■ Emotional well-being ■ Physical safety ■ Attendance ■ Access to services ■ Other
How has this affected my child? Include the child's own words or communication, when possible.

_____
_____

6 | Records and supporting information

■ Emails / messages ■ IEP / 504 ■ Evaluations ■ Grades / work ■ Discipline records
■ Incident reports ■ Photos ■ Medical documentation ■ Witnesses ■ Other: _____

7 | Communication and response log

Date	Person / role contacted	Method	Response / next step

8 | What resolution are you requesting?

What action, support, correction, meeting, or written explanation would address your concern?

_____
_____
_____

9 | Follow-up and accountability

Who agreed to do what? _____ **By what date?** _____

_____

Next follow-up date: _____ **Outcome / remaining questions:**

_____
_____

Before sharing this worksheet

Keep a dated copy. Share only what is needed, and use secure methods for sensitive student records. This worksheet is for parent preparation; it is not an official complaint or a substitute for emergency reporting, legal advice, or filing deadlines.