

**Action Inquiry /**

**Information Request Form**

*When constituents bring their concerns to a board member, the Trustee will complete the following request form and forward it to the Superintendent. The Superintendent will then route the request to the appropriate department for action and once completed, return to the appropriate Board Member and Board Chair.*

Trustee Name: *Choose an item.* Date: *Click or tap to enter a date.*

Type of Request:  Action Inquiry, or  Information Request

Has the constituent brought their concern to?

1) School Staff Member  Yes  No

2) School Administration  Yes  No

3) Superintendent of Schools.  Yes  No

**Please copy to Trustee(s) your Ward:** : *Choose an item.*: *Choose an item.*

Description of Concern: *Click or tap here to enter text.*

Contact Information: *Click or tap here to enter text.*

: *Click or tap here to enter text.*

: *Click or tap here to enter text.*

Central Office Follow-up:

Assigned to: *Choose an item.*

Action Taken: *Click or tap here to enter text.*

Superintendent Comment: *Click or tap here to enter text.*

Date: *Click or tap to enter a date.*

*Copy: Originating Trustee and Chair*