**Skagit Academy**

**Communication Form** (12/16/19)

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

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**I am a: ◻ Student**  (Grade:\_\_\_\_\_\_)  **◻Parent** **Phone:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*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)?:

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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:

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