

Fort Zumwalt Education Association
Building Concern Memo

Has an administrator been made aware of this issue if so when and whom?

Date: _____ Administrator contacted _____

Was this the first time this concern has been voiced to the administrator? _____

If no, when did the first meetings take place?

Who brought this concern/issue to the administrator? (Building rep, teacher)

What was the outcome of this meeting?

Please attach notes from this meeting.

Describe the outcome you would like to see for this issue?
