



Formal Concern Form

Last edited 8/2025

Name of person completing form:

Date:

Individual sharing concern (if same as person completing form please leave blank):

Date and location or time frame of incident or when the concern occurred:

Please tell us about your concern:

Individuals involved (students (class) / faculty / staff / parents

Witnesses:

What actions have you already taken to resolve this situation?

What would you like to see as a response to your concern?

OFFICE USE ONLY

Date form received:

Referred to:

- Executive Director (Policy / Compliance / HR Issue)
- Administrative Director
- Student Support Pedagogical Director (Student Concern)
- Pedagogical Administrative Council
- Wasatch Family Foundation Director
- WCS Governing Board
- Other (please specify):

Investigation notes: (Attach)

Follow Up Action(s):

- Student Support Circle meeting
- No Blame meeting
- Conversation with individual(s) concerned: _____
- Restorative (mediated) meeting between colleagues
- Private Meeting with student(s) and parent(s)
- Student referral to 3 Streams SSEG for counsel and services
- Referral to the Pedagogical Advisory Committee
- Formal Disciplinary Action for Individual Students
- Formal Human Resources action for individual employee
- Additional training / mentoring provided: _____
- Report to DCFS / other authorities: _____
- Procedural change: _____
- Formation of taskforce: _____

Other Follow-up Details:

Please return completed form to: Executive Director, Administrative Director or Member of the Pedagogical Administrative Council. Please allow up to (5) five business days for follow-up response.