



Upstate Christian Academy  
 & Day Care Center  
 A Ministry of the SDA Church  
 1704 East North St.  
 Greenville, SC 29607  
 Office-864.232.8885 Fax-864.373.9849



*The purpose of this document is to provide a vehicle for registering appreciation or concerns related to the school setting with your child's teacher.*

**Statement of Appreciation or Concern**

(Please be specific, check the appropriate):

Appreciation

Concern

---

---

---

---

---

---

---

Signature of Parent/Tutor: \_\_\_\_\_ Date: \_\_\_\_\_

- **Step One:** *If there is a concern, the parent/tutor takes this statement directly to the teacher and sets up a conference to discuss the concern.*

Conference One: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

**Statement of Resolution:**

---

---

---

---

Teacher's Comments:

---

---

---

---

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Tutor Comments:

---

---

---

---

Parent/ Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Check here if there is no resolution to the concern at step one, then present a copy of this form to the School Board Chairperson.

- **Step Two:** *The School Board Chairperson will set up a second conference between himself, the Teacher, and the Parent/Tutor.*

Conference Two: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

**Statement of Resolution:**

---

---

---

**Teacher's Comments:**

---

---

---

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents /Tutor Comments:**

---

---

---

Parent/Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Board Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

- **Step Three:** *If there is no resolution to the concern at step two, the Administrator will present the concern to the Conference Education Office in consultation with the local School Board Chairperson.*

Personnel Committee Meeting Date: \_\_\_\_\_

**Recommendations of Personnel Committee:**

---

---

---

---

- **Step Four:** If the Education Superintendent in consultation with the local School Board Chairperson is not successful with resolving the concern, it will be discussed at the local School Board. The School Board will make a recommendation to the Conference Education Superintendent. The Superintendent will present the concern to the Carolina Conference K-12 Board of Education for a final decision.