

GREENLEAF FRIENDS ACADEMY
Request for Inquiry

The Requester has a concern regarding Greenleaf Friends Academy and is formally requesting that the issue be investigated by the school. This inquiry will be reviewed by the school administration and/or Board of Trustees as appropriate. The Requester will be informed of inquiry results.

Requester: _____ **Date:** _____

Address: _____ **Telephone :** _____

Concern: *(Please be specific including names of staff members, if applicable, when the problem first occurred, and what the current state of the situation is.)*

What suggestions might you make regarding this situation? *(Be aware that the school must act in the best interests of its staff and students. All input will be carefully considered and weighed along with additional input from other sources for collaboration and validity.)*

To be completed by the school:

Log of activities regarding this inquiry. *(Include date of receipt, dates and descriptions of actions taken, and date Requester was informed of results.)*