

## SCHOOL SITE PROBLEM-SOLVING FORM

Please make sure that all of the following steps have been taken and that every blank on this sheet is completed before submitting this form to you All-City Council Representatives.

### CONTACT INFO

School \_\_\_\_\_ Today's Date \_\_\_\_\_  
Student/ Student Group \_\_\_\_\_ Principal \_\_\_\_\_

### ISSUE

Issue (circle one)      Facilities      Staff      Books      Other

Description of the issue \_\_\_\_\_

Your suggested resolution \_\_\_\_\_

(What would you like to see happen?)

### STEP ONE

Name of first person you spoke with (last name) \_\_\_\_\_

(Ex: the custodian deals with the building, the textbook clerk handles the appropriate number of books, the principal oversees the substitute teachers, etc..)

Date that you spoke with that person \_\_\_\_\_

Outcome of that conversation \_\_\_\_\_

(Who will do what by when?)

Was the issue resolved within one week? (circle one)      Yes      No

*If the issue was not resolved within one week, go on to Step 2.*

### STEP Two

Name of second person you spoke with (last name) \_\_\_\_\_

Date that you spoke with that person \_\_\_\_\_

Outcome of that conversation \_\_\_\_\_

Was the issue resolved within one week? (circle one)      Yes      No

*If the issue was not resolved within one week, go on to Step 3.*

### STEP THREE

Status of the situation after 2 weeks \_\_\_\_\_

Your final suggested resolution \_\_\_\_\_

Please turn in the completed form at the All-City Councilor to your student leaders at your school site.