

Actions taken:

It is important to keep all of your information together for easy reference, including records of whom you have spoken to, what correspondence you have sent and received, etc.

Note details such as:

- Who you contacted.
- When you contacted them.
- How? letter, telephone, fax, email, etc.
- What was said?
- What they said they would do for your child.
- When and how they will let you know what action has been taken.
- What you said you would do.
- Do you need to contact them again?

Person you contacted: _____ Date: _____

Action: _____

Outcome: _____

Person you contacted: _____ Date: _____

Action: _____

Outcome _____

Person you contacted: _____ Date: _____

Action: _____

Outcome _____

Person you contacted: _____ Date: _____

Action: _____

Outcome _____

Solving the problem

- What will best meet my child's needs?
- How will I know agreements are upheld?
- Who will be responsible?
- When will the action plan start?
- Who should I talk to if I have further concerns?

List some of your ideas for solving the problem(s).

1. _____

2. _____

3. _____

Other concerns/ideas:



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