

St. Joseph Parish & School

Improvement Opportunity Form

Please complete this form and submit it to the Commission Administrator who will acknowledge its receipt and inform you of the next stage in the procedure.

Name of Commission Administrator to receive this form: _____

Name of submitter: _____

Telephone: _____

E-mail: _____

1. Please give details of your idea, issue or grievance, including all relevant dates and facts to allow the matter to be fully considered.

2. Please state below any action that has been taken so far to respond to your idea, issue or grievance.

3. What actions do you feel might be an appropriate response at this stage?

Signature: _____ Date: _____