Parent/Guardian Concern Process

**Teacher Concerns and Academic Concerns**
Step 1: Contact the Teacher
Step 2: Contact the School Counselor
Step 3: Contact the Assistant Principal
Step 4: Contact the Principal
Step 5: Contact the High School Consortium Office

**Special Education Concerns**
Step 1: Contact the Teacher
Step 2: Contact the Special Education Chairperson at the school
Step 3: Contact the School Counselor
Step 4: Contact the Assistant Principal
Step 5: Contact the Principal
Step 6: Contact the High School Consortium Office

**Guidance Concerns**
Step 1: Contact the School Counselor
Step 2: Contact the Assistant Principal
Step 3: Contact the Principal
Step 4: Contact the High School Consortium Office

**Administrative Concerns/ Policies and Procedures Concerns**
Step 1: Contact the Assistant Principal
Step 2: Contact the Principal
Step 3: Contact the High School Consortium Office

Important Note: If you have not received a response within two business days, proceed to the next step. Email addresses are located on the school website – emails are usually the best method of communication except in cases that require immediate action.
Main Office Telephone Number – 301.372.1040
Guidance Office Telephone Number – 301.372.0136