# Problem Solving Worksheet

Should there be any conflicts or concerns that arise during the course of the year, the following procedures are recommended for resolution:

1. Person with the concern completes the first two questions. In some instances, just going through this thinking and writing process may be all that is needed to resolve the situation. If not, please continue.
2. Set up a meeting with the person or persons who are directly related to the concern that you have and share your concern and possible solution(s). At this meeting, determine and write down a mutually agreed upon plan of action and who is responsible for what. Also complete the last item in determining a date and format for a follow-up meeting to discuss the progress/status of the plan of action.
3. If the concern continues to go unresolved, the person involved with your concern and you may decide to involve another PACE Board member -e.g., President, Vice-President or mutually agreed upon person to go with you to conference with the teacher.
4. If there is no resolution after following all of these steps, the individual (s) may choose to meet with the Principal.

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| Date: |  |  |
| What is the problem? (parent completes) |
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| What do you feel would be a workable solution? (parent completes) |
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| Plan: (parent and teacher complete) |
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| Follow-up (check all that apply and indicate time frame) |
|  | Written Note |  |
|  | Phone Call |  |
|  | Meeting |  |