

2019-20 INQUIRY FORM

Student Last Name First Name		ID #	Grade in Sept?	Birth Date	Intake person	Date of call
Caller		Relationship to Student	Phone	H W C	Phone	H W C
						E-mail

EXPLANATION OF CONCERN OR PROBLEM: *(Parent/guardian, please describe with specific details i.e. dates, time, person you spoke to)*

Admission Review and Notes *(Internal Use Only below this line)*

EP Review and Notes *(Internal Use Only below this line)*

Admission USE ONLY - Possible error found (explain):

Admission USE ONLY

Error verified

Correction made

Send letter:

No app Changed WL

Late app No Change

Changed Assignment No Error

Form Status (Check all that apply)

Gave info on reassignment/WL options (This should always be done.)

No error. Spoke with _____ on _____. No additional follow-up needed.

Other contact:

Log entry completed (required).

Staff Initial/Date

Log entry updated		Date	Family Notified