***PCEA Education Association Building Issue Form***

In order to move forward and have Park City Education Association leadership help resolve building issues, you must fill out this form and send to [parkcityea@gmail.com](mailto:parkcityea@gmail.com) at *least one week before the AR Meeting.*

NOTE: Contact Information: (Your name will only be used to contact you to get more information.)

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the issue to be resolved?

How long has the situation been going on?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The date when you discussed this situation with your Principal?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check off steps you have completed to help solve the issue:

\_\_\_\_\_1. I have gathered all information as possible concerning this issue.

\_\_\_\_\_2. I have shared all the information surrounding this issue with my principal.

\_\_\_\_\_3. I am working with my principal to help resolve this issue.

\_\_\_\_\_4. My principal does not recognize the issue and has not committed to help resolve it.

\_\_\_\_\_5. I have alerted the principal that I will be referring this issue to my PCEA Leadership.