



## **Procedure for Parent Comments, Suggestions, and /or Questions**

Great Falls Elementary School always encourages parents' comments, suggestions, and/or questions.

### **Our procedures are:**

- Comments and /or Suggestions (written or verbal) will be noted, considered and responded to in a timely manner.
- Telephone Calls: Your name, contact number and the subject of your call will be noted and considered. Depending on the nature of the call, a response may have to be given at a later time.
- Email Correspondence: will be answered within three (3) to five (5) days depending on the subject of the email, a response may have to be given at a later time.

