



PHILADELPHIA  
FEDERATION of TEACHERS

# PFT In-School Concern Sheet

Philadelphia Federation of Teachers

\_\_\_\_\_, Building Representative

**IMPORTANT:**

Please submit the information in writing to your Building Representative or a member of the Building Committee. Make sure that the information is accurate and attach any necessary documents. If it is not solved at the building level, the Building Representative or Committee Member will contact the PFT Staff Representative.

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

Position: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

*I. State the Problem (be brief and specific - include dates)*

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*II. What steps have you taken? (Who did you speak with and when?)*

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*III. What responses did you get? (Provide names and positions of those contacted.)*

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