

# 2017-18 INQUIRY FORM

<b>Student</b>  <div style="display: flex; justify-content: space-between;"> <span>Last Name</span> <span>First Name</span> </div>	ID #	Grade in Sept?	Birth Date	Intake person	Date of call	
<b>Caller</b>	Relationship to Student	Phone	H W C	Phone	H W C	E-mail
<b>QUESTION - CONCERN - PROBLEM</b>						
<b>Enrollment Facilitator Review and Notes</b>				<b>EP Review and Notes</b>		
<b>Possible error found (explain):</b>				<b>SC USE ONLY</b>		
<b>SC Status</b> (Check all that apply) <input type="checkbox"/> Gave info on reassignment/WL options (This should always be done.) <input type="checkbox"/> No error. Spoke with _____ on _____. No additional follow-up needed. <input type="checkbox"/> Other contact: <input type="checkbox"/> Log entry completed (required).				Error verified  Correction made  Send letter: <input type="checkbox"/> No app <input type="checkbox"/> Changed WL <input type="checkbox"/> Late app <input type="checkbox"/> No Change <input type="checkbox"/> Changed Assignment <input type="checkbox"/> No Error		
				<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <b>Staff Initial/Date</b>  <input style="width: 100%;" type="text"/> </div> <div style="width: 20%; text-align: center;"> <input style="width: 100%;" type="text"/> </div> <div style="width: 20%; text-align: center;"> <input style="width: 100%;" type="text"/> </div> <div style="width: 20%; text-align: center;"> <input style="width: 100%;" type="text"/> </div> </div>		
				Log entry updated	Date	Family Notified