

HTA Site Concerns

Your Name: _____

Date: _____ Site: _____

ALL INFORMATION IS KEPT WITHIN THE WALLS OF THE HTA OFFICE.

NOTHING GOES TO THE DISTRICT UNLESS YOU REQUEST IT!

Briefly describe your concern:

What have you done to try and remedy this concern? Please list on the lines below.

Discussed it with your site administrator?

Do you have a "paper trail"?

List Possible Solutions:

List a phone number and **personal** e-mail address where you can be reached,
Outside of your contracted day.

Please return this form to the HTA office.