

APPENDIX A: PROBLEM RESOLUTION/CLARIFICATION FORM

Problem Resolution/Clarification Form

To: _____ Date: ____/____/____
From: _____ Phone: _____

I would like to talk to you about:

Please state the comment, idea, suggestion, problem, or concern with as much detail as possible in this area
(please attach a separate sheet if necessary):

In my opinion:

(Check appropriate box and list at least 3 ways to address the situation presented above).
Use the back of this sheet if you need more room to write.

possible solutions to this situation are (list 3 below):

- 1.
- 2.
- 3.

ways to implement these ideas are (list 3 below):

- 1.
- 2.
- 3.

No meeting is necessary.

I would like to meet with you on:

Days available (please list at least 3): _____

Times available (please list at least 3): _____ am / pm

**This is only to be used if you feel a problem/conflict exists that needs our attention.
Thank you for taking the time to complete this form.
If a follow up is necessary, we will do so in a timely matter.**