

Eleanor Roosevelt High School

Parent/Guardian Concern Process

Teacher Concerns and Academic Concerns

Step 1: Contact the [Teacher](#)

**Step 2: Contact the [Department Chairperson](#) or
[the Science and Technology Coordinator](#)**

Step 2: Contact the [School Counselor](#)

Step 3: Contact the [Assistant Principal](#)

Step 4: Contact the [Principal](#)

Special Education Concerns

Step 1: Contact the [Teacher](#)

Step 2: Contact the [Case Manager](#)

Step 3: Contact the [Special Education Chairperson](#)

Step 4: Contact the [School Counselor](#)

Step 5: Contact the [Assistant Principal](#)

Step 6: Contact the [Principal](#)

Guidance Concerns

Step 1: Contact the [School Counselor](#)

Step 2: Contact the [Assistant Principal](#)

Step 3: Contact the [Principal](#)

Administrative Concerns/ Policies and Procedures Concerns/Family Portal

Step 1: Contact the [Assistant Principal](#)

Step 2: Contact the [Principal](#)

Important Note: If you have not received a response within two business days, proceed to the next step. Email addresses are located on the school website – emails are usually the best method of communication except in cases that require immediate action.

Main Office Telephone Number – 301.513.5400

Guidance Office Telephone Number – 301.513.5305