

GRIEVANCE REPORT

FORM A

Step #1

FROM: \_\_\_\_\_, Name of Grievant

BUILDING AND ASSIGNMENT: \_\_\_\_\_

Date cause of grievance occurred: \_\_\_\_\_

School district policy alleged to have been violated: \_\_\_\_\_

Statement of grievant's claim (statement of facts upon which grievance is based, use additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Relief Desired: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

Step #2 (To be used by Grievance Officer Only)

GRIEVANCE # \_\_\_\_\_  
(to be assigned only if forwarded)

DATE FORWARDED: \_\_\_\_\_

RESPONSE TO GRIEVANCE:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievance Officer

\_\_\_\_\_  
Date

**GRIEVANCE REPORT (Cont.)**

**APPEAL  
FORM B**

Step #3

GRIEVANCE # \_\_\_\_\_  
(assigned by grievance officer)

FROM: \_\_\_\_\_  
Grieving Person

TO: \_\_\_\_\_  
Superintendent or District Officer

SUBJ: \_\_\_\_\_  
\*Type of Grievance

DATE: \_\_\_\_\_

\* The Grievance Report (Form A) must be attached.

\_\_\_\_\_  
Signature

\*\*\*\*\*

Step #4

DATE APPEAL RECEIVED \_\_\_\_\_

DATE OF RESPONSE TO APPEAL \_\_\_\_\_

RESPONSE TO APPEAL:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Supt. or District Officer

\_\_\_\_\_  
Date