

# GRIEVANCE FORM

NAME \_\_\_\_\_

POSITION TITLE \_\_\_\_\_  
(If parent or student, put "parent" or "student")

DAYTIME PHONE \_\_\_\_\_

**INSTRUCTIONS:** The Grievance procedure has four steps. The first is informal resolution, the second and potentially third are a formal written grievance to administration and/or the Academy, and the fourth a review by the Academy Board. This form may be used by an employee, parent, or student to initiate a formal grievance at Step 2.

If you are considering initiating a grievance, you should review the complete Grievance policy, available from the office manager or the Academy web site.

## STEP 1 INFORMAL RESOLUTION

Step 1 of the grievance process is the informal resolution. You and any involved party are encouraged to resolve the issue at this step.

## STEP 2 FORMAL GRIEVANCE

From the date of the grievable event, you have 15 working days to file a formal, written grievance. The written grievance is considered filed when it is submitted to a member of school administration or the Academy Board, as outlined in policy.

You must provide the following information:

1. The date of the grievable event. \_\_\_\_\_
2. A specific statement of the law, rule, policy and/or acceptable practice violated. What action or conduct constituted the violation and what happened?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Total number of pages attached \_\_\_\_\_

3. The resolution or remedy you want. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Total number of pages attached \_\_\_\_\_

4. Grievant signature and date filed with administration.

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date received from grievant

## STEP 3 FORMAL GRIEVANCE

If you do not resolve your grievance at Step 2, you may advance the grievance to Step 3 by notifying the Academy Director or Academy Board, as outlined in policy. The notification must be in writing and must be received within 10 working days of receipt of administration's response at Step 2.