

ELMORE COUNTY PUBLIC SCHOOLS

Grievance Resolution Form

Board Policy 4.6.3 Grievance is a claim submitted by an employee, student, parent/guardian of a student, or a community member of a violation, misinterpretation, or inequitable application of local Board policy, local school rule/regulation, or local administrative procedure. The official grievance resolution form should only be submitted after reasonable efforts have been made to resolve the issue at the local school level.

Level 1 – After an unsatisfactory decision at the informal level, a formal grievance may be submitted.

Grievant Name		Date Completed	
Street Address		Please indicate if you are a: <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Employee <input type="checkbox"/> Community Member <input type="checkbox"/> Student	
City, State, ZIP			
Date of Incident	Location of Incident		
Name(s) of individuals involved			
Describe the nature of your grievance			
Relief Sought			
Who have you contacted/what steps have you taken to resolve the problem thus far?			
Additional remarks			
Signature of Grievant		Date submitted	
Grievance received by		Date received	

Level 2 – Superintendent

After an unsatisfactory decision at Level 1, a grievant may submit the formal grievance at Level 2. A formal grievance at Level 2 must be presented in writing, with the Level 1 Grievance Form and other pertinent documentation attached.

Date received by Superintendent	
Superintendent Response _____	
Signature	Date
Grievant to indicate appeal or acceptance _____	
Signature	Date

Level 3 – Board

After an unsatisfactory decision at Level 2, a grievant may submit the formal grievance at Level 3. A formal grievance at Level 2 must be presented in writing, with the Level 1 and Level 2 Grievance Forms, and any other pertinent documentation attached.

Date received by Board President	
Decision of Board _____	
Signature	Date