

**APPENDIX C – GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_ Date Filed \_\_\_\_\_ Distribution of Form

Name of Grievant \_\_\_\_\_ 1. Superintendent

School District \_\_\_\_\_ 2. Director

School Address \_\_\_\_\_ 3. Association

4. Teacher

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**STEP 1 (Verbal Step with Supervisor/Director)**

Initial Discussion Meeting Date: \_\_\_\_\_

**STEP 2 (Written Step with Supervisor/Director)**

A. Date of Cause for Grievance: \_\_\_\_\_

B. Statement of Grievance:

C. Relief Sought:

\_\_\_\_\_  
Signature of Grievant Date

\_\_\_\_\_  
Signature of Association Representative Date

D. Disposition by Director:

\_\_\_\_\_  
Signature of Director Date

E. Position of Grievant and/or Association:

\_\_\_\_\_  
Signature of Director Date

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(See next sheet)

NOTE: If additional space is needed in reporting, attach an additional sheet.

**STEP III (Written Step with Superintendent)**

A. Date Received by the Superintendent: \_\_\_\_\_

B. Disposition by Superintendent:

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

C. Position of Grievant and/or Association:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**STEP IV (Written Step with School Board)**

A. Date Received by the Secretary of the Board: \_\_\_\_\_

B. Disposition of Board:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**STEP V (Arbitration)**

A. Date Submitted to Arbitration: \_\_\_\_\_

Signature below indicates awareness that the grievance is submitted for arbitration.

\_\_\_\_\_  
HIEA Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HISD Superintendent/BOE Designee Signature

\_\_\_\_\_  
Date