

School Grievance Form

This administrative form is to be used in conjunction with the School’s Grievance Procedure for each formal grievance. The Grievant(s) should carefully review and follow those procedures, beginning with reasonable efforts for informal resolution. Failure to follow those procedures and their timelines may constitute a waiver of rights.

I. Grievant Information (To be completed by Grievant; be concise and use additional pages only if necessary.)

A. Name of Grievant(s) and Status (i.e., parent, employee):

B. Individual(s), if any, against whom grievance filed:

C. Brief description of grievance (100 words or less):

D. Identify specific law(s), policy(ies) or rule(s) violated, and how:

E. Informal efforts taken to resolve grievance (§B of Grievance Procedures):

F. Primary evidence upon which Grievant relies:

G. Requested resolution:

The undersigned Grievant(s) hereby affirm that the foregoing information is submitted in good faith in accordance with the School’s Grievance Procedures.

Signed Name

Date

Signed Name

Date

Signed Name

Date

II. Grievance Process Steps. (To be completed on ongoing basis by Head of School (“HoS”). To extent HoS involvement creates conflict of interest, HoS board supervisor or other designee shall assume HoS grievance responsibilities.)

Stage (per Grievance Procedures)	Date(s) (as applicable)	Notes/Comments
Informal resolution satisfactorily attempted, if feasible? (§B.)		
Formal grievance timely and satisfactorily filed, and formal grievance required? (§C.)		
Copies of grievance provided to relevant persons? (§C.)		
HoS investigation, hearing (as needed), deliberations, etc. (§C)		
HoS final administrative decision made and communicated to Grievant(s) and other involved person(s) (§C.)		Final decision result and basic rationale:
Request for Appeal to Board of final administrative decision, made by Grievant or other person? (§D.)		Request timely and properly made (Yes or No): Person(s) requesting appeal, and date of request: Appeal by Right or by Discretion (§§D and E)? (Indicate which one, and briefly explain basis for designation):
Board hearing granted, if properly requested? (§E.)		Hearing to be provided and status properly communicated to person(s) requesting hearing? (Yes or No):
If hearing granted, hearing rights and procedures communicated to persons involved? (§F)		
Hearing (if granted) completed and disposition issued and communicated? (§F)		
Grievance process concluded and general status?		

Other Notes/Comments (include dates of entry):