FORMAL GRIEVANCE FORM

Name of Grievant: ________________________________________________________________

School/Location: ________________________________________________________________

Date this form filed with immediate administrator ____________________________________

Immediate administrator’s acknowledgement of receipt (time stamp and initial) __________

A. Allegation: Give a concise statement of problem, citing specific sections of the Agreement alleged to have been violated. Include specific date(s) of the occurrence precipitation this grievance.

B. Remedy: Specify what action is sought to correct the alleged problem.

C. Level I – Informal Procedure: Describe what happened at Level I. Include names of persons involved, date(s) of meeting(s), and decision rendered.

_________________________________________
Signature of Grievant

Original & Copy to Immediate Administrator
Copy to Grievant

50.81 (8/13)