

GRIEVANCE REPORT

FORM A

Step #1

FROM: _____, Name of Grievant

BUILDING AND ASSIGNMENT: _____

Date cause of grievance occurred: _____

School district policy alleged to have been violated: _____

Statement of grievant's claim (statement of facts upon which grievance is based, use additional pages if necessary):

Relief Desired: _____

Signature

Date

Step #2 (To be used by Grievance Officer Only)

GRIEVANCE # _____
(to be assigned only if forwarded)

DATE FORWARDED: _____

RESPONSE TO GRIEVANCE:

Signature of Grievance Officer

Date

GRIEVANCE REPORT (Cont.)

**APPEAL
FORM B**

Step #3

GRIEVANCE # _____
(assigned by grievance officer)

FROM: _____
Grieving Person

TO: _____
Superintendent or District Officer

SUBJ: _____
*Type of Grievance

DATE: _____

* The Grievance Report (Form A) must be attached.

Signature

Step #4

DATE APPEAL RECEIVED _____

DATE OF RESPONSE TO APPEAL _____

RESPONSE TO APPEAL:

Signature of Supt. or District Officer

Date

GRIEVANCE REPORT (Cont.)

FORM C

Step #5

Grievance # _____

FROM: _____, Grieving Person

TO: THE CANEY VALLEY BOARD OF EDUCATION

SUBJ: _____

DATE: _____

* Attach - Grievance Report (Form A)
Appeal (Form B)

Signature

Step #6

DATE SECOND APPEAL RECEIVED _____

DATE OF RESPONSE TO SECOND APPEAL _____

RESPONSE TO SECOND APPEAL:

Signature of President, Board of Education

Date

SUBMIT THIS FORM IN TRIPLICATE - ORIGINAL AND TWO CARBON COPIES.