

**GRIEVANCE REPORT - FORM A**

STEP #1

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, Affirmative Action Officer

DATE: \_\_\_\_\_

DESCRIPTION OF HAPPENING:

\_\_\_\_\_  
(Signature)

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**(This Portion to be used by Affirmative Action Officer ONLY)**

STEP #2

Grievance Number \_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_, Affirmative Action Officer

DATE: \_\_\_\_\_

RESPONSE TO GRIEVANT:

\_\_\_\_\_  
(Date Grievance Received)

\_\_\_\_\_  
(Affirmative Action Officer)

**APPEAL - FORM B**

STEP #3

Grievance Number \_\_\_\_\_

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, AAO

DATE: \_\_\_\_\_

“Grievance Report Form A is hereby attached for APPEAL to the Superintendent.”

\_\_\_\_\_  
(Signature)

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**(This Portion to be used by Affirmative Action Officer ONLY)**

STEP #4

Grievance Number \_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_, AAO

DATE: \_\_\_\_\_

RESPONSE TO GRIEVANT’S APPEAL:

\_\_\_\_\_  
(Date Appeal Received)

\_\_\_\_\_  
(Affirmative Action Officer)

**SECOND APPEAL - FORM C**

STEP #5

Grievance Number \_\_\_\_\_

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, AAO

DATE: \_\_\_\_\_

The attached Grievance Forms A and B, are hereby submitted for the Board of Education's review pertaining to my complaint.

\_\_\_\_\_  
(Signature)

STEP #6

Grievance Number \_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

RESPONSE TO SECOND APPEAL:

\_\_\_\_\_  
(Date Appeal Received)

\_\_\_\_\_  
(Affirmative Action Officer)