

**STAFF COMPLAINTS AND GRIEVANCES**

Request for Settlement of Grievance

LEVEL ONE

(To be completed by aggrieved person)

Date of presentation to principal:

Name of aggrieved person:

Home address:

School:

Principal:

Nature of grievance:

Settlement requested:

Signed \_\_\_\_\_  
Aggrieved Person

Reply to LEVEL ONE Grievance

Date Reply was sent to aggrieved person:

Name of aggrieved person:

Home address:

School:

Date of presentation of grievance to principal:

Decision of principal:

Signed \_\_\_\_\_  
Principal

Request for Settlement of Grievance

LEVEL TWO

Copies of Request for Settlement of Grievance LEVEL ONE and Reply must be attached.

Date of presentation to superintendent:

Name of aggrieved person:

Home address:

School:

Date of Reply to LEVEL ONE Grievance:

State reasons for submission of grievance to LEVEL TWO:

Settlement requested:

Signed \_\_\_\_\_  
Aggrieved Person

Reply to LEVEL TWO Grievance

Copies of Request for Settlement of Grievance LEVEL ONE and Reply must be attached.

Date Reply was sent to aggrieved person:

Name of aggrieved person:

Home address:

School:

Date of submission of grievance to superintendent:

Decision of superintendent:

Signed \_\_\_\_\_  
Superintendent

Request for Settlement of Grievance

LEVEL THREE

Copies of all previous Requests for Settlement and Replies must be attached.

Date of submission to business manager:

Name of aggrieved person:

Home address:

School:

Date of Reply of superintendent to LEVEL TWO Grievance:

State reason for submission of grievance to LEVEL THREE:

Settlement requested:

Signed \_\_\_\_\_  
Aggrieved Person

Reply to LEVEL THREE Grievance

LEVEL THREE

Date Reply was sent to aggrieved person:

Name of aggrieved person:

Home address:

School:

Date of submission of grievance to business manager:

Date of hearing with school board:

Decision of school board:

Signed \_\_\_\_\_  
President of the School Board