

**Appendix C - GRIEVANCE FORM  
WOODBURN SCHOOL DISTRICT**

This form is to be carried forward until the grievance is resolved:

Name of Grievant:

Date Filed:

Building:

Assignment:

Name of Principal:

Provisions of Professional Agreement or School Policy allegedly violated, or:

Contract Grievance

Policy Grievance

Statement of Grievance:

Date of alleged action which caused the grievance or first knowledge of such action:

\_\_\_\_\_

Remedy or Action Requested:

Is a meeting to discuss this grievance desired?  Yes  No

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LEVEL ONE Date of Receipt of Grievance: \_\_\_\_\_

Disposition By: \_\_\_\_\_ (Principal)

Written Response: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

Date of receipt of principal's answer: \_\_\_\_\_

Grievance settled on the basis of Principal's answer:      Yes    No

**LEVEL TWO - SUPERINTENDENT**

Grievant's Reason for appeal to Level Two Superintendent: \_\_\_\_\_

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\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Is a meeting to discuss this grievance desired?      Yes    No

Date appeal received: \_\_\_\_\_

Disposition by Superintendent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

Date of receipt of Superintendent's answer: \_\_\_\_\_

Grievance settled on the basis of Superintendent's answer: [  ] Yes [  ] No

**LEVELTHREE-SCHOOLBOARD**

Grievant's reason for appeal to Level Three Board: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A meeting to discuss this grievance is desired: [  ] Yes [  ] No

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Date appeal received: \_\_\_\_\_ Present:

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Date: \_\_\_\_\_

Signature of Board Chairperson \_\_\_\_\_

**LEVEL FOUR ARBITRATION DEMANDS:**

WEA appeals this grievance to binding arbitration as per Article 6, Section D, Level 4:

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of WEA

\_\_\_\_\_  
Date

Note: Attachments may be made if space is inadequate for response.