

## Step 1: To Be Completed by Educator to Request Grievance Investigation

<i>Click to type in box:</i>		<i>Click to type in box:</i>	
Grievant's Name:		Basis for Grievance:	
Position, Grade, and Content Area:		Corrective Action Desired by Grievant:	
School:			
Administrator's Name:			
Evaluator's Name:		Sufficient Facts or Other Information to Begin an Investigation:	
Date Observation Occurred to Challenge:			
Type of Observation in Question: <i>(Instruction, Planning, Environment, Announced, etc.)</i>			

Educator Signature:

Date Educator Submitted to Evaluator:

Evaluator Signature:

Date Evaluator Submitted to Principal/Immediate Supervisor:

Principal/Supervisor Signature:

Date Received by Principal/Supervisor:

**Step 2: To Be Completed by Investigator Upon Receipt of Grievance Form**Was the grievance investigated? *(Circle one.)**Click to type in box:*

Investigator(s) Name(s):

Action Steps Taken to Investigate:

**Step 3: To Be Completed by Investigator After Grievance Investigation***Click to type in box:*

Educator's reason for Grievance request:

Evidence from Grievance Investigation:

Action Steps:

Formal Outcome of Grievance: