



Administrative Regulations

South San Antonio Independent School District

G – Public Complaints	GF
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Sample Grievance Hearing Response Letter	

Sample Grievance Hearing Response Letter

(USE DISTRICT, DEPARTMENT OR CAMPUS LETTERHEAD)

Date

Name of Employee and/or Representative

Address

City, State, Zip Code

Dear _____

On **[insert date]** a Level _____ Grievance Hearing was conducted where we discussed your complaint about **[insert what the grievance was]**.

The reasons for your grievance were **[insert detailed reasons]**

I have reviewed the information that was presented during the Level _____ Hearing and also investigated your complaint in order to obtain additional information needed to make a decision.

Based on the information, I will **[*uphold/not uphold]** your grievance. As per the investigation report and its attachments, the basis for the decision is that **[specify your findings and the reason for your decision]**.

** For grievances that have been upheld, the following actions will be taken to address concerns raised in your grievance **[list actions, for example]**:*

- further investigation will be carried out to establish **[complete as appropriate]**
- mediation is be suggested to **[name possible participants in mediation]**.

** For grievances that have not been upheld, you have the right to appeal the decision. Please refer to Board Policy GF (LOCAL). A copy is attached.*

Sincerely,

SIGNATURE

Name and Title

Attachment: GF (LOCAL)