

**DGAA-E - GRIEVANCE FORM**

Instructions: A grievance must be filed within 30 days after the teacher knew or should have known about the violation, misinterpretation, or misapplication of the term or condition giving rise to the grievance existed. Failure to timely present the grievance in writing shall be a deemed a waiver of the grievance. This form must be signed by the teacher and filed with the teacher's immediate supervisor within the 30-day timeframe.

Teacher's name: \_\_\_\_\_

School building: \_\_\_\_\_

Date that you first became aware of issue being aggrieved: \_\_\_\_\_

Under district policy, grievance is an allegation by a teacher that s/he has been subject to a personal loss, injury, or inconvenience because of a violation, misinterpretation, or misapplication of a specific article, section, or paragraph of the negotiated agreement or teacher's individual contract.

List the specific article, section, or paragraph of your contract or negotiated agreement that you are aggrieving: \_\_\_\_\_

Explain the reason for filing a grievance concerning this article, section, or paragraph:

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

**Certification**

I certify that the statements made in this grievance are true and accurate.

\_\_\_\_\_  
Signature of Teacher Date

\_\_\_\_\_  
Signature of administrator receiving grievance Date