

**STAFF COMPLAINTS AND GRIEVANCES**  
**LEVEL ONE**

**Request for Settlement of Grievance**

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 Sent to Aggrieved Person: \_\_\_\_\_

Name of Aggrieved Person: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

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

Date of Presentation of Grievance to Principal: \_\_\_\_\_

Decision of Principal: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Principal

## **STAFF COMPLAINTS AND GRIEVANCES** **LEVEL TWO**

### **Request for Settlement of Grievance**

(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 Sent to Aggrieved Person: \_\_\_\_\_

Name of Aggrieved Person: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

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

Date of Submission of Grievance to Superintendent: \_\_\_\_\_

Decision of Superintendent: \_\_\_\_\_

Signed: \_\_\_\_\_

Superintendent

**STAFF COMPLAINTS AND GRIEVANCES**  
**LEVEL THREE**

**Request for Settlement of Grievance**

(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 to Superintendent: \_\_\_\_\_

State Reason for Submission of Grievance to Level Three: \_\_\_\_\_

\_\_\_\_\_

**SETTLEMENT REQUESTED**

Signed: \_\_\_\_\_

Aggrieved Person

**Reply to Level Three Grievance**

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

Date Reply Sent to Aggrieved Person: \_\_\_\_\_

Name of Aggrieved Person: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

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

Date of Submission of Grievance to Business Manager (Level Three): \_\_\_\_\_

Date of Hearing with School Board: \_\_\_\_\_

Decision of the School Board: \_\_\_\_\_

Signed: \_\_\_\_\_

President of the Board

Adopted 10-13-08

West Central School District