

**ELMORE COUNTY PUBLIC SCHOOLS  
PARENT/STUDENT/COMMUNITY GRIEVANCE FORM**

Board Policy 4.6.3 Student Complaints and Grievances states that complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to academic, athletic, extracurricular, or other non-disciplinary matters, issues, and concerns **only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted.**

**Level 1 – After an unsatisfactory decision at the informal level, a formal grievance may be submitted.**

Grievant Name		Date	
Street Address		Please indicate if you are a: <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Employee <input type="checkbox"/> Community Member <input type="checkbox"/> Student	
City, State, ZIP			
Date of Incident		Location of Incident	
Name(s) of individuals involved			
Describe the nature of your grievance			
Who have you contacted/what steps have you taken to resolve the problem thus far?			
Additional remarks			
Signature of Grievant		Date submitted	
Grievance received by		Date received	

**Level 2 – Superintendent**

After an unsatisfactory decision at Level 1, a grievant may submit the formal grievance at Level 2. A formal grievance at Level 2 must be presented in writing, with the Level 1 Grievance Form and other pertinent documentation attached.

Date received by Superintendent	
Superintendent Response _____	
Signature	Date
Grievant to indicate appeal or acceptance _____	
Signature	Date

**Level 3 – Board**

After an unsatisfactory decision at Level 2, a grievant may submit the formal grievance at Level 3. A formal grievance at Level 2 must be presented in writing, with the Level 1 and Level 2 Grievance Forms, and any other pertinent documentation attached.

Date received by Board President	
Decision of Board _____	
Signature	Date