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| **Grievance Form**(Use only for lodging formal complaints) |
| **Name of the Complainant:** |
| **Contact Phone #:** |
| **Email:** |
|  |
| **Date of the Complaint:** |
|  |
| **Name of the Teacher /Volunteer (with whom initial Complaint was discussed):** |
|  |
| **Actual Complaint:** |
| **Notes on Resolution:** |
| **Escalation date to Board:** |
| **Board Meeting Outcome:** |
| **Outcome Communication Date:** |
| **Signatures:** | **Complainant** | **Teacher** | **SPA team lead** |
| **Date outcome is documented:** |