

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: