

**Forms**

---

NONDISCRIMINATION/AFFIRMATIVE ACTION

**GRIEVANCE REPORT - FORM A**

STEP #1

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, Affirmative Action Officer

DATE: \_\_\_\_\_

DESCRIPTION OF HAPPENING:

\_\_\_\_\_  
(Signature)

-----  
(This Portion to be used by Affirmative Action Officer ONLY)

STEP #2

Grievance Number \_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_, Affirmative Action Officer

DATE: \_\_\_\_\_

RESPONSE TO GRIEVANT:

\_\_\_\_\_  
(Date Grievance Received)

\_\_\_\_\_  
(Affirmative Action Officer)

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

**APPEAL - FORM B**

STEP #3

Grievance Number\_\_\_\_\_

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, Affirmative Action Officer

DATE: \_\_\_\_\_

"Grievance Report Form A is hereby attached for APPEAL to the Superintendent"

\_\_\_\_\_  
(Signature)

-----  
(This Portion to be used by Affirmative Action Officer ONLY)

STEP #4

Grievance Number\_\_\_\_\_

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_, Affirmative Action Officer

DATE: \_\_\_\_\_

RESPONSE TO GRIEVANT'S APPEAL:

.

\_\_\_\_\_  
(Date Appeal Received)

\_\_\_\_\_  
(Affirmative Action Officer)

NONDISCRIMINATION/AFFIRMATIVE ACTION (continued)

**SECOND APPEAL - FORM C**

STEP #5

Grievance Number \_\_\_\_\_

FROM: \_\_\_\_\_, Grievant

TO: \_\_\_\_\_, Affirmative Action Officer

DATE: \_\_\_\_\_

The attached Grievance Forms A and B, are hereby submitted for the Board of Education's review pertaining to my complaint.

\_\_\_\_\_  
(Signature)

-----  
STEP #6

Number \_\_\_\_\_

Grievance

TO: \_\_\_\_\_, Grievant

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

RESPONSE TO SECOND APPEAL:

\_\_\_\_\_  
(Date Appeal Received)

\_\_\_\_\_  
(Affirmative Action Officer)

Reviewed: September 2009  
Adopted: September 27, 2010