

**Grievance Form**

(Please keep your presentation to one sheet. Thank you.)

Name: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Subject: \_\_\_\_\_

\_\_\_\_\_

Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Examples that validate the problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Solutions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Response Date: \_\_\_\_\_

Person Responding \_\_\_\_\_

**Salmon River Joint School District No. 243**

**Response to Concern**

Person Responding \_\_\_\_\_ Response Date \_\_\_\_\_

Method used to communicate response: \_\_\_\_\_

Actions taken to investigate concern: .....

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.....  
.....  
.....  
.....

People contacted in gathering information upon which to make decision: .....

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.....  
.....  
.....

Findings of investigation: .....

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.....

Decision: .....

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.....  
.....

Results of communicating the decision: .....

.....  
.....  
.....

\_\_\_\_\_  
Signature

Form History:

Adopted on: October 19, 2009

Revised on: