

Appendix B: Grievance Forms

Level 1 Grievance Form

For use by parents, teachers, principals, support staff and board members

Dear _____ ,

I have a concern I would like to discuss with you. This concern is *(be brief)* _____

I can be reached at _____ *(phone/e-mail)*

I am available _____ *(days and/or times)*

I look forward to following the grievance procedure as outlined in the HMS Parent and Staff Handbooks to bring resolution to this concern. I will keep this concern in prayer until we have an opportunity to discuss it. Thank you in advance for working on this with me.

Name: _____

Date: _____

Level 2 Grievance Form

For use by parents, teachers, principals, support staff and board members

Dear _____ ,

I have a concern I would like to discuss with you. This concern is *(be brief)* _____

- The level 2 grievance procedure assumes you have used the level 1 procedure to resolve this concern. If you have not used level 1, please explain why: _____

- Please state reason for raking this issue to level 2: _____

- What action or communication would make this situation right for you? _____

I look forward to following the grievance procedure as outlined in the HMS Parent and Staff Handbooks to bring resolution to this concern. I will keep this concern in prayer until we have an opportunity to discuss it. Thank you in advance for working on this with me.

Name: _____

Date: _____