THE HUTCHINS SCHOOL

FORMAL GRIEVANCE FORM

(to be submitted to the Deputy Principal, who will acknowledge receipt of the complaint, convene the Grievance Committee and seek to resolve the matter within 10 working days)

Grievant’s Name ………………………………………………………. Date: ……………………

Best Contact Phone Number ………………………………………………………………………

Note: In most situations the grievant must have initiated the Informal Grievance Procedure before filing a written grievance. The statement need not follow any particular format but shall include sufficient information to clarify the issues relating to the grievance, a description of any actions already taken and an indication of the resolution sought.

Summary of Grievance:

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Action already taken:

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List persons who may be contacted to provide further information:

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(Use additional paper if necessary)

Remedy Sought: ………………………………………………………………………………………
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Signature of Grievant: ………………………………………………………………………….. Date: …………………