

Margate City School District
GRIEVANCE REPORT - FORM A

STEP #1

Date: _____

From: _____, Grievant

To: _____, AAO

DESCRIPTION OF HAPPENING:

(Signature)

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

Grievance #: _____

STEP #2

Date: _____

From: _____, AAO

To: _____, Grievant

RESPONSE TO GRIEVANT:

(Date Grievance Received)

(Affirmative Action Officer)

Margate City School District
GRIEVANCE REPORT APPEAL - FORM B

Grievance #: _____

STEP #3

Date: _____

From: _____, Grievant

To: _____, Superintendent

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

cc: AAO

(Signature)

(This Portion to be used by the Superintendent)

Grievance #: _____

STEP #4

Date: _____

From: _____, Superintendent

To: _____, Grievant

RESPONSE TO GRIEVANT'S APPEAL:

(Date Appeal Received)

(Superintendent)

cc: AAO

Margate City School District
GRIEVANCE REPORT SECOND APPEAL - FORM C

Grievance #: _____

STEP #5

Date: _____

From: _____, Grievant

To: _____, Board of Education President

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

(Signature)

cc: AAO

(This Portion to be used by the Superintendent/Board of Education)

Grievance #: _____

STEP #6

Date: _____

From: _____

To: _____, Grievant

RESPONSE TO SECOND APPEAL:

(Date 2nd Appeal Received)

cc: AAO

(Affirmative Action Officer)