

## Grievance Report Form

Date of matter for which a grievance may be filed \_\_\_\_\_

Description of matter:

Applicable contract provision:

Resolution requested:

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Resolution Steps

Level I (Informal)

**Meeting Date** \_\_\_\_\_

(within six (6) working days of the matter for which a grievance may be filed)

Result:

Returned to grievant: \_\_\_\_\_  
(date)

**θ I request to proceed to Level II**

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Level II (Formal)  
(Grievant, Principal, and CHALTA Representative)

**Filing Date** \_\_\_\_\_  
(within ten (10) working days of the matter for which a grievance may be filed)

**Meeting Date** \_\_\_\_\_  
(within five (5) working days of the filing date)

\_\_\_\_\_  
Grievant Signature

\_\_\_\_\_  
Principal Signature

**θ I request to proceed to Level III**

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Level III  
(Grievant, Superintendent (designee), CHALTA President (designee))

**Date report received** \_\_\_\_\_ **Hearing date** \_\_\_\_\_

Disposition of hearing:

\_\_\_\_\_  
Grievant Signature

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
CHALTA President Signature

\_\_\_\_\_  
Principal Signature

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**θ I request to proceed to Level IV Appeal to Arbitration**