

**REQUEST FOR SETTLEMENT OF GRIEVANCE/CLASSIFIED  
LEVEL ONE**

**(To be completed by aggrieved person)**

Date of Presentation to Supervisor \_\_\_\_\_

Name of Aggrieved Person \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_ Subject Area \_\_\_\_\_

Nature of Grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Settlement Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
Aggrieved Person

- Copy 1 - Supervisor, principal or other administrator
- Copy 2 - Superintendent of Schools
- Copy 3 - Aggrieved Person



**REQUEST FOR SETTLEMENT OF GRIEVANCE/CLASSIFIED  
LEVEL TWO**

(Copies of Request for Settlement of Grievance, LEVEL ONE, and Reply must be attached.)

Date of Presentation to Superintendent \_\_\_\_\_

Name of Aggrieved Person \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_ Subject Area \_\_\_\_\_

State reasons for submission of grievance to LEVEL TWO:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

Settlement Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Signed \_\_\_\_\_  
Superintendent Aggrieved Person

- Copy 1 - Supervisor, Principal or Other Administrator
- Copy 2 - Superintendent of Schools
- Copy 3- Aggrieved Person



# REQUEST FOR SETTLEMENT OF GRIEVANCE/CLASSIFIED LEVEL THREE

(Copies of all previous Requests for Settlement and Replies must be attached.)

Date of Submission to the Clerk of Board \_\_\_\_\_

Name of the Aggrieved Person \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_ Subject Area \_\_\_\_\_

State reasons for submission of grievance to LEVEL THREE:

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Recommendation of the Board:

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Signed \_\_\_\_\_

- Copy 1 - Supervisor, Principal or Other Administrator
- Copy 2 - Superintendent of Schools
- Copy 3 - Aggrieved Person
- Copy 4 - Clerk of Board of Education
- Copy 5 - President of Board of Education

