

The Center for Creativity, Innovation and Discovery Grievance Form

This *Grievance Form* is for the use of students, parents, or members of the larger The Center for Creativity, Innovation and Discovery, (CCID) community who have a grievance. Employees should address concerns as outlined in the *Employee Handbook*.

Name of Grievant: _____

Grievance

1. Describe below how you have attempted to resolve this grievance in advance of filing this formal grievance through an informal or formal discussion with the person or persons against whom this formal Grievance is directed:

2. Indicate in the space below to whom this formal Grievance is addressed based on the Organizational Structure delineated below:

Area of Concern	Direct Supervisor	Administrator
Classroom Instruction	Classroom Teacher	Executive Director
Classroom Teacher	Executive Director	Executive Director
Special Education	Special Education Director	Executive Director
Executive Director	Governing Board	Governing Board
Finances	Business Manager Executive Director	Governing Board
Building or Facility	Executive Director	Governing Board
Governing Board	Governing Board	Governing Board

3. Indicate the date on which occurred the circumstances that precipitated this grievance. Board policy requires that a formal grievance must be filed within twenty (20) working days of the date the grievant knew, or should have known, of the circumstances that precipitated the grievance.

4. Set forth below that your allegations of a violation of Board policy, accepted practices, Utah State law, or federal law:

5. Specify below the policy, practice, or statute allegedly violated:

6. Describe below how the policy, practice, or statute has been allegedly violated:

Signature of Grievant

Date Submitted

Additional Information

The grievant may attach to this *Grievance Form* any and all relevant documentation and supporting letters or images. The grievant may also attach descriptions required above in the form of an attached document or documents.

The grievant should refer to the *Grievance Policy* found on the school's website and available upon request from the Administrative Office for all dates, timelines, and procedures related to the submission of a formal grievance.