



MONTGOMERY
PUBLIC SCHOOLS

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Grievance Form

(A Violation of Board Policy)

I. Name of Person Making the Grievance: _____

Address: _____ Phone: _____

II. Provide a detailed description of the grievance, note the policy in violation, and who specifically the grievance is against. Be explicit because only noted concerns will be address.

III. Please list potential resolutions to your grievance.

IV. Supervisor: Provide details of the actions taken toward each concern.

Attached documents are accepted but they must be dated and signed by the person filing the grievance and by the person responding to the grievance.

Signature of Complainant

Date

Signature of Supervisor

Date



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Complaint Form

(An action that is unsatisfactory or unacceptable)

I. Name of Person Making the Complaint: _____

Address: _____ Phone: _____

II. Provide a detailed description of the complaint and who specifically the complaint is against. Be explicit because only noted concerns will be address.

III. Please list potential resolutions to your complaint.

IV. Supervisor: Provide details of the actions taken toward each concern.

Attached documents are accepted but they must be dated and signed by the person filing the complaint and by the person responding to the complaint.

Signature of Complainant

Date

Signature of Supervisor

Date