

FAST GRIEVANCE FORM

The grievant must initiate a grievance on a completed Grievance Form prior to escalation to the Governing Board and after all communication channels have been exhausted.

The form must state the claim, detailed statement of the facts in support of the claim, and the relief requested. Attachments may be used. (FAST Parent and Family Communications and Escalations Policy).

In this document, please provide a description of your complaint. Include all relevant information, including name, dates and times. Attach copies of any and all written correspondence and summaries of phone conversations. Please include names of any other parents or staff members who may have witnessed the event. What would you suggest as a possible resolution to your complaint/concern?

You may use the back of this form or attach additional pages as needed. Once complete, a copy of this form should be provided to the Principal and to the Governing Board.

A conference will be scheduled within five (5) business days of receipt of this form.

Submit all documentation to governance@fastk8.org.

Description of Incident/Claim:

Additional Information:

Relief Requested:

Date/Time of Incident:

Date Form Completed:

Parent Name(s):

Email:

Phone:

Parent/Guardian Certification

_____ (Initial) I certify that I followed the FAST Escalation Policy.

_____ (Initial) I certify that I have exhausted all available avenues of communication and resolution with the FAST administration prior to submitting this form.

_____ (Initial) I certify that I am attaching all pertinent facts and documents regarding the Incident.

COMMITTEE USE ONLY

Date Received:

Date Closed: