



"Linking Learning to Life"

Evaluation Grievance Form – Step I

EVALUATOR

To submit a grievance for the Evaluation process, please complete the following form and submit to your evaluator. Written grievances must be submitted to the evaluator no later than 15 calendar days from the date you receive your summative rating. Grievances may be filed for either or both of the following reasons. Please check the applicable reason(s):

_____ Adherence to the evaluation process and policies adopted by the State Board of Education

_____ Accuracy of data used in the evaluation (35% Student Growth and/or 15% Achievement)

Teacher _____

Administrator(s) _____

Position(s) _____

Evaluator(s) _____

School/Assignment _____

Evaluation period in question _____

Date Qualitative Rating Received _____

Date Summative Rating Received _____

Basis for grievance

Corrective action desired by grievant

Be sure to include sufficient facts or other information to begin an investigation.

Policy requires that you receive a written decision within fifteen (15) calendar days of the date this grievance is submitted.

Grievant Signature

Date Submitted (starts 15 days)

Evaluator Signature (verifying receipt of document)

Date Document Received

Grievance resolution

Administrator Signature

Date

Grievant Signature

Date

*Signing this form indicates receipt not agreement.