



*"Linking Learning to Life"*

**Evaluation Grievance Form – Step II**

**DIRECTOR OF SCHOOLS**

To submit a grievance for Step II of the Evaluation process, please complete the following form and submit to your Director of Schools. Written grievances must be submitted to the Director of Schools no later than 15 calendar days from the receipt of the Step I decision. 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 relevant information to begin an investigation.

Policy requires that you receive a written decision within fifteen (15) calendar days of the date of the informal discussion or hearing of facts with the Director of Schools.

\_\_\_\_\_  
Grievant Signature

\_\_\_\_\_  
Date Submitted (starts 15 days)

\_\_\_\_\_  
Evaluator Signature (verifying receipt of document)

\_\_\_\_\_  
Date Document Received

At the informal hearing before the Director of Schools, an attorney or (an Association) representative of the employee may speak on behalf of the employee. **In cases where the principal is the grievant, the designee cannot be used.**

**Grievance resolution**

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\_\_\_\_\_  
Director of Schools/Designee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grievant Signature

\_\_\_\_\_  
Date

\*Signing this form indicates receipt not agreement.