

**FORMAL STATEMENT OF GRIEVANCE - STEP ONE/TWO**

(Please Type or Print)

Grievant(s):	Date of Formal Presentation:
School:	Phone:
Immediate Supervisor:	Date Alleged Violation Occurred:
(Attach additional page(s) if necessary)	
1. Facts giving rise to the Grievance:	
2. Provision or provisions of the Agreement alleged to be violated:	
3. Remedy (specific relief) requested:	
Signature of Grievant(s):	Date:
Signature of Association Representative:	Date:
Signature of Immediate Supervisor:	Date:

**DISTRIBUTION:**

Immediate Supervisor  
Association Representative  
Superintendent