



*"Linking Learning to Life"*

**Evaluation Grievance Form – Step III**

**REQUEST FOR A HEARING (Local Board of Education)**

To submit a grievance for Step III of the Evaluation process, please complete the following form and submit to the chair of your local School Board of Education. Written grievances must be submitted to the local School Board of Education no later than 15 calendar days from the receipt of the Step II 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 relevant documentation, sufficient facts, or other information pertaining to the investigation.

Policy requires that any hearing granted by the school board based on this request shall be held no later than 30 calendar days after the receipt of the request for a hearing.

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

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

\_\_\_\_\_  
Chairman of the Board (verifying receipt of document)

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

**Grievance resolution**

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\_\_\_\_\_  
Chair, Local School Board of Education

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\*Signing this form indicates receipt not agreement.