

FORMAL PROCEDURE SUMMARY AND REPORT FORM**Initiate Process:**

*Complainants should complete a Formal Report Form within sixty (60) school days (or business days if during the summer break) from the date of an incident. Formal Report Forms should be submitted to the Human Resources Office.

Level I: Principal/Administrator Level

*Within ten (10) school days (or business days if during the summer break) of receiving the Formal Report Form, the principal/administrator will provide a written decision to the complainant.

*Complainant has ten (10) school days (or business days if during the summer break) to appeal a decision to the assistant superintendent or compliance officer (Level II).

Level II: Assistant Superintendent/Compliance Officer Level

*Within ten (10) school (or business days if during the summer break) days of receiving the appeal the assistant superintendent or compliance officer will provide a written decision to the complainant.

*Complainant has ten (10) school (or business days if during the summer break) days to appeal the decision to the superintendent (Level III).

Level III: Superintendent Level

*Within ten (10) school days (or business days if during the summer break) of receiving the appeal the superintendent will conduct a hearing and provide a written decision to the complainant.

*Complainant has ten (10) school (or business days if during the summer break) days to appeal the decision to the Board of Trustees (Level IV).

Level IV: Board of Trustees Level

*Appeal considered at a regularly scheduled Board meeting.

*Written decision provided as expeditiously as possible.

*Board decision is final.

**FORMAL PROCEDURE SUMMARY AND REPORT FORM
SHERIDAN COUNTY SCHOOL DISTRICT NO.2**

FORMAL REPORT FORMS

LEVEL I

Complainant _____ Date Filed _____

Building _____

Subject Area or Grade (if applicable) _____

Phone Number _____ Email Address _____

1. Date Incident Occurred _____

2. Please describe your complaint and explain in full the incident(s) that occurred.

3. Where did the incident(s) occur?

4. If you have already attempted to resolve this issue, explain how, when, who was involved, and the end result.

5. Were there any witnesses to this specific incident? (If yes, please provide their names)

FORMAL PROCEDURE SUMMARY AND REPORT FORM

6. Is there any physical evidence that supports your complaint? If so, please describe or attach a copy of evidence.

7. What is your desired outcome of this grievance?

Complainant's Signature: _____ Date: ____

(ATTACH ADDITIONAL SHEET IF NEEDED)

1. Decision of Principal/Administrator

Signature of Principal or Administrator Date

2. Complainant's Response

_____ I accept the above decision.

_____ I hereby refer the above decision to the next level of the grievance procedure.

Complainant's Signature Date

FORMAL PROCEDURE SUMMARY AND REPORT FORM
FORMAL REPORT FORM

LEVEL II

1. Date Formal Report Form was received by the Assistant Superintendent or Compliance Officer _____

2. Decision of Assistant Superintendent or Compliance Officer _____

Signature of Assistant Superintendent
or Compliance Officer

Date

3. Complainant's Response

_____ I accept the above decision.

_____ I hereby refer the above decision to the next level of the procedure.

Signature of Complainant

Date

FORMAL PROCEDURE SUMMARY AND REPORT FORM
FORMAL REPORT FORM

LEVEL III

1. Date Formal Report Form was received by
Superintendent _____

2. Decision of Superintendent _____

Signature of Superintendent

Date

3. Complainant's Response

_____ I accept the above decision.

_____ I hereby refer the above decision to the next level of
the procedure.

Signature of Complainant

Date

FORMAL PROCEDURE SUMMARY AND REPORT FORM
FORMAL REPORT FORM

LEVEL IV

1. Date submitted to the Board _____
2. Decision of the School Board _____

Signature of Chairman

Date

TO BE FILED IN A FILE SEPARATE FROM PERSONNEL FILE OF THE
COMPLAINANT.

First Reading: 2-7-22
Second Reading: 3-7-22