

WESTLAKE CITY SCHOOLS

ATTACHMENT II - GRIEVANCE REPORT FORM, STEP 2

Grievant submits form to
Superintendent in duplicate.

STEP 1 to each.

Distribution of form by Superintendent:

1. Grievant, Original Attach copy of GRIEVANCE
2. Superintendent, Duplicate REPORT FORM,
3. Supervisor, Copy
4. WTA PR&R, Copy

In regard to GRIEVANCE REPORT FORM, STEP 1 (attached), submitted by

_____ on _____
Name of Grievant Date Step 1 Filed

Position of Grievant: _____

Signature of Grievant Date Signed

Date received by Superintendent: _____

Date of meeting: _____

Present at meeting: _____

Disposition by Superintendent: _____

Signature of Superintendent _____ Date of Distribution _____