



Nutley Public Schools

315 Franklin Avenue
Nutley, New Jersey 07110

GRIEVANCE REPORT – FORM A

Step #1

From: _____, Grievant

To: _____, Affirmative Action Officer

Date of Incident: _____

Date of Submission: _____

DESCRIPTION OF HAPPENING:

Federal and/or state anti-discrimination laws, in my estimation, were violated in the following manner. Please write, sign and attach your formal statement.

(Signature)

(This portion to be used by Affirmative Action Office ONLY)

Step #2

Grievance Number _____

To: _____, Grievant

From: _____, Affirmative Action Officer

Date of final response _____

RESPONSE TO GRIEVANCE:

Date Grievance Received

Affirmative Action Officer

NOTE: Submit Grievance Report in triplicate

APPEAL – FORM B

Step #3 Grievance Number _____

From: _____, Grievant

To: _____, Superintendent

Date: _____

“Grievance Report Form A is hereby attached for APPEAL to the Superintendent.”

Signature

(This portion to be used by Superintendent ONLY)

Step #4

To: _____, Grievant

From: _____, Superintendent

Date: _____

RESPONSE TO GRIEVANT’S APPEAL:

Date Appeal Received

Superintendent

NOTE: Submit Appeal Form B in triplicate

SECOND APPEAL – FORM C

Step #5

Grievance Number _____

From: _____, Grievant

To: _____

Date: _____

“The attached Grievance Forms A and B are hereby submitted for your information, pertaining to my complaint.”

Signature

(This portion to be used for Board of Education Response)

Step #6

To: _____, Grievant

From: _____

Date: _____

RESPONSE TO SECOND APPEAL:

Date Second Appeal Received

Signature

NOTE: Submit Second Appeal Form C in triplicate