

## TEAM SUCCESS A SCHOOL OF EXCELLENCE

### Form for Reporting a Grievance

Please fill out this form to report complaints related to [student welfare and parent rights under Florida law](#).  
An administrator will be in contact with you to discuss your concerns.

For any other issues, please contact the front office directly.

Name of person filing grievance:	
Relationship to school: (e.g parent/guardian of student attending school)	
Name and grades of students currently enrolled in school:	
Best telephone contact number:	
Email address:	
Today's date:	
Date of event on which this grievance is based:	

Please describe your grievance as specifically as possible using details such as date, times, locations, situations, etc.


With whom have you conferred to resolve the matter?

Name of Contact:	
Date of Contact:	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE STAFF USE ONLY

Received by: \_\_\_\_\_ Date and time: \_\_\_\_\_

Referred to: \_\_\_\_\_ Date and time: \_\_\_\_\_

1. Parent initiates process by filing a grievance form. If the complaint is made orally, office staff will have the complainant fill out the form.
2. Once the grievance has been received, it will be sent immediately to the appropriate administrator (Director), who will contact the complainant in a reasonable amount of time.
3. If the issue is not satisfactorily resolved, an appointment will be made between the parents & principal. Attempts will be made to resolve the issue within 7 business days.
4. Internal process:
  - a. Complaint received
  - b. Time/date stamped
  - c. Immediate notification to Director and Principal.
  - d. Director will contact the complainant and investigate the complaint.
  - e. If Director cannot satisfactorily resolve the issue, the Principal will meet with the complainant to discuss complaint.
  - f. Documentation of above will be recorded
  - g. If issue is not resolved, complaint will be turned over to the district and will follow their procedure.
  - h. If complainant still dissatisfied, they may file a request to have a special magistrate assigned to their complaint.

NOTE: Special magistrate option is only available for specific matters covered by HB 1557.

\*\*\*put on website with a link to form.