

Grievance Reporting Form

(for reporting a protest against board policy being violated to your detriment or
board policy being applied in an unjust or unfair manner)

Submit to the division supervisor of the person against whom the grievance is directed
(to the headmaster if a division supervisor is implicated; to a division supervisor if the headmaster is implicated)

Grievance is reported by:

• Name(s): _____

Grievance is directed against:

• Name(s): _____

• Position at CAJ: _____

Details of grievance:

• Date (and time): _____

• Detailed account of grievance (use back of form or attach a separate paper for additional information):

Signature of reporter

Date and time of report

Signature of supervisor

Date and time report received

For supervisor's use:

Deadline for supervisor-level resolution

Date deadline communicated to reporter

Plan of action (include date): _____

Actions taken (include dates): _____

Decision reached (include date): _____

Date reporter was notified that issue has been dealt with: _____