

## MOUNTAIN SUNRISE ACADEMY GRIEVANCE RESOLUTION FORM

Please send your completed grievance resolution form to the Charter Council Chair via email to [msachartercouncil@mountainsunriseacademy.org](mailto:msachartercouncil@mountainsunriseacademy.org).

### CONTACT INFORMATION

Name: \_\_\_\_\_

Relationship to MSA: \_\_\_\_\_

(e.g., parent, staff member, etc.)

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Student Name (if applicable, optional): \_\_\_\_\_

Grade/Class (if applicable, optional): \_\_\_\_\_

### GRIEVANCE INFORMATION

1. Was your last discussion with the Executive Director (or designee) about this concern within 10 business days of today?

Yes

No

If Yes, what decisions or next steps came out of the meeting?

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If No, please explain why not.

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2. What MSA policy or procedure is in question?

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3. Briefly describe the issue.

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4. When did the issue first occur?

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5. Describe the sequence of events leading to this grievance.

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6. What specific resolution or remedy are you seeking?

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7. Please attach any documents, emails, or other materials you are attaching to support your grievance:

*Please note that all files are scanned with security software which may prevent some files from being opened. In this event, you will be contacted to coordinate an alternative way to acquire this information.*

8. Date of last Level 2 discussion with the Executive Director (or administrative designee):

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## ACKNOWLEDGEMENT

In submitting this form, I acknowledge that:

- I have completed both Level 1 and Level 2 of the grievance process
- I understand this form will be forwarded to the Board Chair (or designee) within 10 business days
- I understand the Board Chair (or designee) will respond in writing within 10 business days and schedule a meeting to discuss the matter
- I understand the Board Chair (or designee) will make a written decision within 10 business days after our meeting
- I understand this administrative process must be completed before pursuing any legal remedies
- The information provided above is true and accurate to the best of my knowledge

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