

# Evaluation Grievance Form – Step I

This form is to be completed by the grievant and submitted to the evaluator no later than fifteen (15) days following the summative evaluation.

**Evaluation ratings cannot be challenged. Grievances may only be filed for the following reasons; please check the reason that applies:**

\_\_\_\_\_ Adherence to the evaluation policies adopted by the Board of Education

\_\_\_\_\_ Accuracy of the TVAAS & Achievement data used in the evaluation

Name of Grievant: \_\_\_\_\_

School: \_\_\_\_\_ Assignment: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_

Date Grievance Filed: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Date the Qualitative Rating Conference was held \_\_\_\_\_

Date the Summative Conference was held \_\_\_\_\_

Basis for the grievance: Identify the inaccurate data that was used or describe the procedural error that occurred as part of your evaluation. How did this materially affect or compromise your evaluation? (attach additional sheets or documentation as needed) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective action desired: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Grievant: \_\_\_\_\_

## To be completed by the evaluator

Date received: \_\_\_\_\_ Grievance Disposition: Confirmed \_\_\_\_\_ Denied \_\_\_\_\_

Corrective action taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_ Date grievant notified: \_\_\_\_\_