

Lancaster School District

- Original (copy 1): Immediate Supervisor
- Copy 2: Immediate Supervisor Return to Grievant
- Copy 3: Assistant Supt., Personnel
- Copy 4: Grievant's File

**Grievance Form- Level 2**

Appeal to Superintendent or Designee- All portions of this section must be completed by the grievant. Copy #2 of the completed Grievance Form- Step 1 must be attached.

Reason for appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Upon Completion of this section, grievant shall present original and copies #2 and #3 to the Superintendent or Designee. Copy #4 should be retained by grievant.

Superintendent or Designee's Response:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Upon completion of this section, Superintendent or Designee shall retain original and forward a copy and a copy of completed Grievance Form, Level 1 to grievant, and an additional copy to grievant's immediate supervisor.