Lynwood Unified School District / Lynwood Teachers Association
Grievance Form

Date ___________________________

☐ Level 1 or ☐ Level 2

1. Date on which informal grievance was first made: ________________________________

2. Name of party filing grievance: ________________________________________________

3. Name of Administrator against whom this grievance is being filed: __________________

4. Violation/Article No. of Contract: ______________________________________________

5. Name of Party or Parties who will represent Grievant: _____________________________

6. A clear, concise statement of the grievance (attach additional sheets if necessary):

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

7. State any specific remedy sought: _______________________________________________

________________________________________________________________________________
________________________________________________________________________________

Administrator’s Response: Must be communicated in writing to Grievant within ten (10) days after receipt of written grievance. The failure to render a written decision at this level within the ten (10) days allowed will automatically move the grievance to the next level.

Response Deadline: __________

Copies to:
1. Grievant
2. Site Administrator
3. Superintendent of Designee
4. LTA President

Signature of Grievant ____________________________ Date __________

Please contact the LTA office or your LTA SITE REP for assistance filing a grievance.
Lynwood Teachers Association, 11501 Atlantic Avenue, Lynwood, CA 90262
310-933-8577 • ltaoffice@lynwoodta.org

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