

# Kennesaw Charter Science and Math Academy

## Grievance Form

*"The grievant must initiate a grievance on a completed Grievance Form. The form must state the claim, detailed statement of the facts in support of the claim, and the relief requested. Attachments may be used." (KCSMA Grievance Policy, 11-02-09)*

**Once complete, a copy of this form should be provided to the principal and to the KCSMA grievance committee at [grievance@kcsboard.com](mailto:grievance@kcsboard.com). A conference will be scheduled within 5 business days of receipt of this form.**

Name: \_\_\_\_\_ Carpool #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

Please provide a description of your complaint. Include all relevant information, including name, dates and times. Attach copies of any and all written correspondence and summaries of phone conversations. Please include names of any other parents or staff members who may have witnessed the event. You may use the back of this form or attach additional pages as needed.

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What would you suggest as a possible resolution to your complaint/concern?

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Committee Use Only:

Date Received: \_\_\_\_\_

Date Closed: \_\_\_\_\_