

**REID STATE TECHNICAL COLLEGE
GRIEVANCE REPORT--FORM A**

TO: _____

FROM: _____

DEPARTMENT/PROGRAM: _____

Home Address: _____

Home Phone: _____

PART I. GRIEVANCE

Date(s) of occurrence(s) upon which grievance is based: _____

Description of Grievance: (If Complainant is alleging a violation based on gender, handicap or disability, Complainant should include a reference to the pertinent section(s), if known, of the relevant statute of regulation.) (Use additional pages if necessary to describe grievance.)

Complainant

(Submit original and two copies to the Grievance Officers.)

PART II. GRIEVANCE OFFICER'S REPORT

TO: _____ **Home Address:** _____

FROM: _____ **DATE:** _____
(or Designee)

Response to Grievance stated above: (Attach additional pages or documents, if necessary.)

- a) Findings and conclusions of hearing officer/committee:

- b) Proposed actions by College in response to report of hearing officer/committee:

Grievance Officer (or Designee)

COPY TO:

**REID STATE TECHNICAL COLLEGE
GRIEVANCE APPEAL--FORM B**

TO: REID STATE TECHNICAL COLLEGE PRESIDENT

FROM: _____

DEPARTMENT/PROGRAM: _____

Home Address: _____

Home Phone: _____

PART I. NOTICE OF APPEAL

Nature of grievance being appealed: _____

Appeal Statement(s): (Please specify objection(s) to finding(s), conclusion(s), or recommendation(s) of Report of President of Reid State Technical College and/or report arising from grievance hearing. Attach any supporting documents and include photocopy of report. Use additional sheets if necessary.)

Complainant

COPY TO: President, Reid State Technical College
Respondent(s) to Grievance (if other than College)

PART II. REPORT TO PRESIDENT

TO: _____ **HOME ADDRESS:** _____

FROM: PRESIDENT

Date Appeal Received: _____

Date of Report: _____

Response to Appeal: _____

President (or Designee)

**REID STATE TECHNICAL COLLEGE
GRIEVANCE APPEAL TO STATE BOARD OF EDUCATION FORM C**

TO: Dr. Mark Heinrich, Chancellor
Alabama Department of Postsecondary Education

FROM: _____

DEPARTMENT/PROGRAM: _____

PART I. NOTICE OF APPEAL TO THE CHANCELLOR

- a) Nature of grievance being appealed: _____
- b) Appeal Statement(s): This is an appeal of the Chancellor's Response to Complainant's Appeal submitted on Grievance Appeal -- Form B and a request for a review by the State Board of Education to review the Chancellor's report (attached hereto) and the initial grievance report (also attached)
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Complainant

COPY TO: President, Reid State Technical College
Respondent(s) to Grievance (if other than College)

PART II. CHANCELLOR'S REPORT

TO: _____ **Home Address:** _____

FROM: _____
Alabama State Board of Education

Date Appeal Received: _____

Date of Response: _____

Response to Appeal: _____

COPY TO: President, Reid State Technical College
Chancellor, Postsecondary Education
Respondent(s) to Grievance (if other than College)