Provo City School District
Policy Series 5000: Personnel

Grievances **5285 F1**

Informal Level I - Request for Informal Resolution of Concern

To be submitted to the supervisor/administrator when you wish to request an Informal Level I meeting as outlined in Policy & Procedures No. 5285 Grievances

Your Name: _____ Work Location_____ Date: _____

Address:_____City_____Zip Code_____

Phones (s): Home _____Work _____Cell _____

Parties Involved:_____

Nature of Concern (please explain – use additional pages as necessary):

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What will define success in resolving this concern for you? Please prioritize the outcomes you want.

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Your Signature: _____ Date_____

Received by: _____ Date_____