

Pre-Grievance Information Form

Staff rep: _____ Date: _____ School: _____

1. Who raised the complaint?

- Staff rep
 Member _____

2. What is the complaint?

3. (a) On what date did the event(s) of the complaint occur? _____
(b) When did the complainant become aware of the event(s)? _____

4. Where did the event(s) occur (if relevant)?

5. What resolution does the complainant seek?

6. Was the local office contacted?

Yes Date: _____ Officer contacted: _____
 No Reason: _____

7. Is the complaint grievable?

Yes Article/Clause: _____ Deadline for filing: _____
 No Reason: _____

8. Could this complaint involve the Code of Ethics?

Yes No