ORANGE PUBLIC SCHOOLS
AFFIRMATIVE ACTION PROCESS
GRIEVANCE REPORT - FORM A

STEP #1

From (Name & phone number): _____, Grievant

To: _____, AA Officer

Date: _____

Please indicate the nature of your complaint/grievance (Check all those that apply):

__	Race	__	Disability	__	Color
__	Creed	__	Affectional or Sexual Orientation	__	Gender
__	National Origin	__	Military Service		
__	Ancestry	__	Hostile Work Environment (Sexual Harassment)		
__	Age	__	Marital/Domestic Partnership/Civil Union Status		
__	Genetic Information	__	Atypical Cellular Blood Trait		
__	Pregnancy	__	Gender Identification or Expression		
__	Nationality	__	Religion		

Summary of alleged complaint (use back of the form or attach other sheets as necessary). Please include date(s) on which alleged incident occurred and list any possible witnesses.

_____
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_____
Signature of Grievant

ORANGE PUBLIC SCHOOLS
AFFIRMATIVE ACTION PROCESS
GRIEVANCE REPORT - FORM B

(This Portion to be used by Affirmative Action Officer ONLY)

STEP #2

Grievance Number_____

To: _____, Grievant

From: _____, AA Officer

Date: _____

Response to Grievant:

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_____   _____
Date Grievance Received   Affirmative Action Officer

ORANGE PUBLIC SCHOOLS

AFFIRMATIVE ACTION PROCESS

GRIEVANCE REPORT - FORM C

APPEAL FORM

STEP #3

Grievance Number_____

From: _____, Grievant

To: _____, AA Officer

Date: _____

"Grievance Forms A and B are hereby attached for Appeal to the Superintendent."

_____
Signature of Grievant

ORANGE PUBLIC SCHOOLS

AFFIRMATIVE ACTION PROCESS

GRIEVANCE REPORT - FORM D

(This Portion to be used by Superintendent or Designee ONLY)

STEP #4

Grievance Number_____

To: _____, Grievant

From: _____, Superintendent

Date: _____

Response to Grievant's Appeal:

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_____   _____
Date Appeal Received   Superintendent

ORANGE PUBLIC SCHOOLS
AFFIRMATIVE ACTION PROCESS
GRIEVANCE REPORT - FORM E
SECOND APPEAL FORM

STEP #5

Grievance Number_____

From: _____, Grievant

To: _____, AA Officer

Date: _____

"Grievance Forms A, B, C & D are hereby attached and hereby submitted for the Board of Education's review pertaining to my complaint."

_____
Signature of Grievant

ORANGE PUBLIC SCHOOLS

AFFIRMATIVE ACTION PROCESS

GRIEVANCE REPORT - FORM F

STEP #6

Grievance Number_____

To: _____, Grievant

From: _____

Date: _____

Response to Grievant's Second Appeal:

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_____   _____
Date Appeal Received   Affirmative Action Officer