

Appendix E: Grievance Form

Grievance Form

This form may be used to present a grievance or concern to Washington Yu Ying PCS regarding a staff member or the school. The information requested in this form should be provided to the school leadership (leadership@washingtoneying.org) and signed by the individual submitting the grievance. Please answer all relevant questions and attach additional documentation, if necessary. Your signature is required on the last page.

Name of Person Bringing Complaint: _____

Address: _____

Telephone: _____

Email Address: _____

Name of Adult(s) Involved: _____

Name of Student(s) Involved: _____

Grade of Student(s) Involved: _____ Date

of Incident: ____ / ____ / ____

Provide a detailed statement of the nature of your complaint that is clear and concise (include the; “who, what, where, when, why, how”).

Attach additional pages if necessary.

SIGNED _____

DATE _____

Please be sure to attach copies of all correspondence between you and the school.

Please submit the completed form, together with any attachments, to:

**Attn: Yu Ying Leadership
Washington Yu Ying Public Charter School
220 Taylor St. NE
Washington, DC 20017
or via email to: leadership@washingtoneyu.org**