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@washingtonyuying.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@washingtonyuying.org