



GRIEVANCE FORM FOR PARENTS

Instructions: **Complete the form** below and email to Mr. David Miller (principal) at: millerd@nextgenerationacademy.net. The principal shall grant the conference within five (5) work days following receipt of the request. The principal will state in writing his position on the question to the parent within five (5) work days following the conference. If the grievance is not resolved, the parent may appeal the principal's decision in writing to the Director/CEO.

Name of the parent: _____

Name of the teacher or student involved: _____

Email address of the parent: _____

Phone Number of the parent: _____

State the reason/date for this grievance: _____

Signature of Parent: _____

Date: _____