



Charter Schools Institute
The State University of New York

GRIEVANCE FORM

This form may be used to present a grievance to the Charter Schools Institute regarding an appeal of a complaint handled by a SUNY authorized charter school. The Institute generally only reviews grievances that were first brought to the board of trustees of the charter school at issue or the person or entity specified by the charter school board to handle complaints on its behalf, but were not resolved to the satisfaction of the person bringing the complaint.

The form is provided for the convenience of persons bringing complaints and need not be used; however, the information requested in this form should be provided to the Institute in some coherent format, and signed by the individual bringing the complaint.

Please answer all relevant questions. If the space provided is too limited, attach an additional sheet or sheets as necessary. Please be sure to sign the last page.

Today's Date: ____/____/____

Name of Person Bringing Complaint: _____

Address: _____

Telephone No.: _____

E-mail Address (if available): _____

Name of Charter School: _____

Name of Student(s) Involved: _____

Grade of Student(s) Involved: _____

Date of Incident: ____/____/____

Charter Schools Institute Grievance Form (Cont.)

3. Has the school taken all the actions noted in the board's response? YES/NO (circle one).

If, in your opinion, the school has not taken all of the actions noted in the board's response, what aspect(s) of its actions have not been sufficient?

4. Describe specifically the action or relief you are now seeking.

SIGNED _____ DATE _____

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

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

**Director of Public Affairs
Charter Schools Institute
State University of New York
41 State Street, Suite 700
Albany, NY 12207**

or via e-mail to: charters@suny.edu