



# Grievance Resolution Process Form

Frederick Classical Charter School

8445 Spires Way,  
Frederick, MD 21701

Prior to engaging in a formal resolution process and using this form, community members are asked to engage in an informal resolution process outlined in our [Grievance Resolution and Submission Guidelines](#).

If you are not satisfied with the outcome of the discussion with the Board of Trustees, and would like to register a formal concern, you may complete and submit this form via email to [FCCS Inc.](#) Forms are submitted to the Board of Trustees with a note explaining the basis for disagreeing with the decision and requesting a formal review. An officer/designee will respond and a written response on the review will be provided within ten (10) school days after receiving the formal concern form.

## Part 1 – To be completed by the complainant.

Your Name: \_\_\_\_\_  
Last First Middle Initial

Preferred Phone: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Concerning Which Incident: \_\_\_\_\_

Date of contact with BOT Member involved: \_\_\_\_\_ BOT Member Name: \_\_\_\_\_

Please state your concern: (Attach additional sheets and documentation, if necessary)
Action or Remedy Requested

Print or Sign Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## Part 2 – To be completed by FCCS Inc. Board of Trustees

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_ Date Contact Made: \_\_\_\_\_ *Within 5 days of receipt*

Date of Meeting: \_\_\_\_\_

Summary of Meeting Contact
Outcome or Identified Next Steps

**Print or Sign Name:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_