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**Informal Grievance**

Date of Informal Meeting:

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| **Member:**       | **Member Tenured: [ ]  Yes [ ]  No**  |
| **Building:**       | **AR:**       |
| **Building Administrator:**       | **Date of Incident:**       **Time:**       |

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| **In Attendance** | **Role/Position** | **Signature** |
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| **Statement of Grievance**      |
| **Contract Violation:** *(Please Cite Article)*       |

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| **Summary of Informal Discussion:**      |
| **Disposition / Resolution:**     *If the matter is not resolved by this meeting,* ***Step 1*** *of the* ***Formal Grievance Form*** *must be completed and presented to the administrator within five (5) working days of this meeting.*Deadline to submit Formal Grievance to building administrator: Date that the Step 1 Formal Grievance was given to the building administrator:  *(If an extension was granted for informal meeting, attach a written copy)* |