

Please state the resolution you are seeking:

Steps to Resolution:

1. Have you attempted to talk with and resolve the situation with the person involved?

Date Completed: _____

Explain what happened:

2. Submit this form and include any/all documentation or narrative regarding the incident(s) to the Program Director. The Director will review the grievance and meet with all parties involved before making a determination. *NOTE: If the grievance is regarding the Program Director, skip step #2 and go directly to step #3.

Date Completed: _____

3. If the grievance has not been resolved adequately after steps #1 and #2 above have been completed, please explain where the grievance now stands and submit this form to leisa@xmission.com.

Date Completed: _____

List any witnesses to any situations leading to the grievance:

Additional Comments:

Print Name

Signature

Date

Signature of Director

Date

Signature of Witness

Date

Director Follow Up: