


# Grievance Reporting - DA3200

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This page allows Local Education Agencies (LEAs) to track grievance issues reported by parents, students, staff, and community members. All school systems (except charter schools) must offer a formal grievance process and report this data during the PEIMS Summer Submission.

Per TEA guidelines, refer to the following local grievance policies for additional information:

- DGBA (LOCAL): Employee grievances
- FNG (LOCAL): Student and parent grievances
- GF (LOCAL): Grievances from all others (including vendors and taxpayers)

**Grievance Reporting Notes**:

- The static grievance URL that connects directly to the school district's grievance policy is reported in the PEIMS Fall Submission.
  - The **Grievance Link** field can be maintained on the District Administration > Tables > District Information > District Name/Address tab or the Registration > Maintenance > District Profile > District Maintenance > TSDS tab based on a user's permissions.
  - For TSDS reporting, the data is pulled from the same underlying table regardless of where it is updated.
- Individual LEA grievance records with a GrievanceFiledDate (E3137) on or between June 1 through May 31 of the current school year are reported in the PEIMS Summer Submission.
- Any grievances filed or resolved after May 31 will fall into the subsequent school year’s reporting cycle.

## Add or retrieve a record:

| Field | Description |
|---|---|
| **Year** | Verify that the correct reporting school year is displayed. If not, type the four-digit ending year of the desired reporting school year (e.g., enter 2027 for the 2026–2027 school year) and click **Retrieve** to retrieve records for the specified year. |

❑ Click **Add** to add a grievance record.

**OR**

❑ Retrieve an existing grievance record.

- If you know identifying information for the record, enter the **Grievance ID** or **Description**. Or, click Directory to open the Grievances directory for the specified school year.
- Click **Retrieve**.

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Under **Grievance**:

| | |
|---|---|
| **ID** | Displays the grievance Identifier, which is a unique number associated to a particular grievance that has been filed in the applicable school year. This ID is auto-generated and cannot be edited. |
| **Description** | Type a description for the grievance filing. This is a required field. |
| **Date Filed** | Type the date that the overall grievance was filed with the LEA in the MM-DD-YYYY format. Or, select a date from the calendar. This is a required field. |
| **Type** | Click to select who filed the grievance.<br><br>• *PAR - Parent*<br>• *STU - Student*<br>• *EMP - Employee*<br>• *INT - Internal*<br>• *TXP - Tax Payer*<br>• *VEN - Vendor*<br>• *OTH - Other* |

Under **Level Progression**:

| | |
|---|---|
| **Delete** | Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. |
| **Level Type** | Click to select the level of grievance.<br><br>• *01 - Grievance Filed With Campus Principal/Administrator*<br>• *02 - Grievance Filed With Central Office Administration If Est By Policy*<br>• *03 - Grievance Filed With Superintendent or Designee*<br>• *04 - Grievance Filed With Board Of Trustees* |
| **Resolution Date** | Type the date the level of the grievance was resolved in the MM-DD-YYYY format. Or, select a date from the calendar. |
| **Resolution Outcome** | If a **Resolution Date** is entered, this field is required. Click to select the grievance resolution outcome.<br><br>• *01 - Grievance Relief Granted*<br>• *02 - Grievance Relief Denied*<br>• *03 - Grievance Relief Granted In Part*<br>• *04 - Remanded The Administration's Decision*<br>• *05 - Denied Grievance And Upheld Administration's Decision* |

Under **Final Resolution**:

| | |
|---|---|
| **Delete** | Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. |
| **Final Corrective Action** | If a **Date Resolved** is entered, this field is required. Click to select the final corrective action taken by the LEA.<br><br>• *01 - Administrative Remedies*<br>• *02 - Personnel - Related Actions*<br>• *03 - Policy Adjustments*<br>• *04 - Communication And Transparency*<br>• *05 - Procedural Corrections*<br>• *06 - Non-Retaliation Enforcement* |
| **Date Resolved** | Type the date the overall grievance was resolved in the MM-DD-YYYY format. Or, select a date from the calendar. |

**NOTE**: To save a grievance record, you must include a **Level Progression** or **Final Resolution** record, or both.

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Add** | Click to add a new grievance record. |
| **Delete** | Click to delete a retrieved grievance record. |
|  | Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click **Save**. A message is displayed confirming that you want to delete the row.<br>•<br>Click **OK** to delete the row.<br>•<br>Click **Cancel** not to delete the row. |


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