



# Grievance Reporting



# Table of Contents

|                                  |          |
|----------------------------------|----------|
| <b>Grievance Reporting .....</b> | <b>1</b> |
|----------------------------------|----------|



# Grievance Reporting

**District Administration > Maintenance > TSDS Reporting > Summer > Grievance Reporting**

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:

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

## Add or retrieve a record:

☐ Click **Add** to add a new grievance record.

**OR**

☐ Retrieve an existing grievance record.

- Verify that the school **Year** field is correct, if not, type the four-digit ending year of the desired school year (e.g., enter 2027 for the 2026–2027 school year). Click **Retrieve**. This retrieve records for the specified school year.
- If you know the identifying information for the record, enter either the **Grievance ID** or **Description** to retrieve the record. Or, click [Directory](#) to open the Grievances directory for the specified school year.

Click **Retrieve**.

Under **Grievance**:

| Field              | Description                                                                                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ID</b>          | Displays the grievance Identifier, which is unique number for the applicable school year associated to a particular grievance filed. This ID is auto-generated and cannot be edited. |
| <b>Description</b> | Type a description for the grievance issue. This is a required field.                                                                                                                |
| <b>Date Filed</b>  | Type the date 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.                                  |

| Field       | Description                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b> | <p>Click  to select who filed the grievance.</p> <ul style="list-style-type: none"> <li>• <i>PAR - Parent</i></li> <li>• <i>STU - Student</i></li> <li>• <i>EMP - Employee</i></li> <li>• <i>INT - Internal</i></li> <li>• <i>TXP - Tax Payer</i></li> <li>• <i>VEN - Vendor</i></li> <li>• <i>OTH - Other</i></li> </ul> |

Under **Level Progression**:

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Delete</b>             | <p>Click  to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> <li>• Click <b>OK</b> to delete the row.</li> <li>• Click <b>Cancel</b> not to delete the row.</li> </ul> |
| <b>Level Type</b>         | Click  to select the level (01-04) of grievance.                                                                                                                                                                                                                                                                                                                        |
| <b>Resolution Date</b>    | Type the date the level of the grievance was resolved in the MM-DD-YYYY format. Or, select a date from the calendar.                                                                                                                                                                                                                                                                                                                                     |
| <b>Resolution Outcome</b> | If a <b>Resolution Date</b> is entered, you must indicate a grievance resolution outcome (01-05).                                                                                                                                                                                                                                                                                                                                                        |

Under **Final Resolution**:

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Delete</b>                  | <p>Click  to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> <li>• Click <b>OK</b> to delete the row.</li> <li>• Click <b>Cancel</b> not to delete the row.</li> </ul> |
| <b>Final Corrective Action</b> | If a <b>Date Resolved</b> is entered, you must indicate the final corrective action (01-06) taken by the LEA based on the grievance filed.                                                                                                                                                                                                                                                                                                                 |
| <b>Date Resolved</b>           | Type the date the overall grievance was resolved in the MM-DD-YYYY format. Or, select a date from the calendar.                                                                                                                                                                                                                                                                                                                                            |

Click **Save**.

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

## Other functions and features:

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Add</b>                                                                        | Click to add a new grievance record.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Delete</b>                                                                     | Click to delete a retrieved grievance record.                                                                                                                                                                                                                                                                                                                                                            |
|  | <p><a href="#">Delete a row.</a></p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"><li>• Click <b>OK</b> to delete the row.</li><li>• Click <b>Cancel</b> not to delete the row.</li></ul> |



## Back Cover