

Grievance Reporting - DA3200

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Grievance Reporting

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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)

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) and click **Retrieve** to retrieve records for the specified school year.
- 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**.

Under **Grievance**:

Field	Description
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.

Field	Description
Type	Click ⌄ to select who filed the grievance. • *PAR - Parent* • *STU - Student* • *EMP - Employee* • *INT - Internal* • *TXP - Tax Payer* • *VEN - Vendor* • *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. Click **Save**. A message is displayed confirming that you want to delete the row. • Click **OK** to delete the row. • Click **Cancel** not to delete the row.
Level Type	Click ⌄ to select the level (01-04) of grievance.
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, you must indicate a grievance resolution outcome (01-05).

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. Click **Save**. A message is displayed confirming that you want to delete the row. • Click **OK** to delete the row. • Click **Cancel** not to delete the row.
Final Corrective Action	If a **Date Resolved** is entered, you must indicate the final corrective action (01-06) taken by the LEA based on the grievance filed.
Date Resolved	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:

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. Click **Save**. A message is displayed confirming that you want to delete the row. • Click **OK** to delete the row. • Click **Cancel** not to delete the row.


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