


# Grievance Reporting - DA3200

# Table of Contents

**Grievance Reporting** ..... 1

# 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 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**.

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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.<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 (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. |
| **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.<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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# Back Cover