

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.
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.

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