


# Grievance Reporting - DA3200

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# 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)

**LEA Grievance Reporting Guidelines**

- The static URL for the LEA's public grievance policy is maintained on the Student > Registration > Maintenance > District Profile > District Maintenance > TSDS tab and is reported in the PEIMS Fall Submission.
- Individual LEA grievance records with a GrievanceFiledDate (E3137) on or between July 1 and June 30 of the current school year are reported in the PEIMS Summer Submission. Any grievances filed or resolved after June 30 will fall into the subsequent school year’s reporting cycle.

## 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. |

| Field | Description |
|---|---|
| **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 (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** 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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