

Perquimans County Schools

AIG Grievance Form

Step 1: If a parent/guardian disagrees with AIG identification/services a grievance form may be submitted to the school principal.

Step 2: A school meeting will be scheduled to review the identification/services recommendation within 10 working days from receipt of the written request from the parent/guardian. Members of the school level AIG team will include the school principal, parent/guardian, and AIG Specialist and/or teacher. A counselor may also be included, if appropriate. Written documentation of the team's decision will be maintained with a copy provided to the parent/guardian at the conclusion of the meeting.

*MEDIATION MAY OCCUR AT ANY POINT DURING THIS PROCESS.

Parent Section:

Student Name: _____ School: _____ Grade: _____

Parent/Guardian Name: _____ Phone: (H) _____ (W) _____

Address: _____

Statement of Grievance:

Parent/Guardian's Signature: _____ Date: ____/____/____

School Level AIG Team Review Section:

Grievance Form Received: ____/____/____ School Level AIG Team Review Date: ____/____/____

Present at Meeting:

Name:

Position:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Findings:
