

**SPECIAL EDUCATION GRIEVANCE FORM • STEP 1**

School \_\_\_\_\_ District \_\_\_\_\_

Name of Grievant \_\_\_\_\_

Title \_\_\_\_\_ File # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date Grievance Occurred \_\_\_\_\_

**SET FORTH SPECIFICALLY THE ACT OR CONDITION AND THE GROUNDS ON WHICH IT IS BASED. SET FORTH THE SPECIFIC ARTICLE(S) AND SECTION(S) ALLEGED TO BE VIOLATED:**

**CHECK ONE:**

- The staffing ratio in my special class exceeds the board mandate** (mandated \_\_\_\_:\_\_\_\_/ current\_\_\_\_:\_\_\_\_). This is in clear violation of Article 20 and/or corresponding articles; specifically the board's "Continuum of Services for Students with Disabilities Manual" (New Continuum Manual) page 36, and "Creating a Quality IEP" (Individual Education Program Manual) Appendix A-the IEP form.
- I have been denied access to my students' IEP(s)** (# of students\_\_\_\_). This is in clear violation of Article 20 and/or the corresponding articles; specifically the policy set forth in the IEP Manual, page 8.
- My supervisor \_\_\_\_\_, has denied me the opportunity to submit a documented** (anecdotal and parent contacts) **request for an** (check one):
  - Initial referral**
  - IEP review/re-evaluation** for one of my students directly to the CSE chairperson. This is in clear violation of Article 20 and/or the corresponding articles, specifically the New Continuum Manual, page 6; the board Memorandum dated March 13, 1998, "Ensuring Appropriate Referrals to the Committee on Special Education," page 5; and "A Practical Guide for Transferring the Committees on Special Education to the Community School Districts and High School Superintendencies in the New York City Public School," page 101.
- I was given a directive by my supervisor \_\_\_\_\_ that my** (check one):
  - Resource Room**
  - SETSS**
  - Speech**
  - Counseling groups, must be 8:1** regardless of what is written on the students' IEPs. This is in clear violation of Article 20 and/or the corresponding articles, specifically Chancellor's Special Circular No. 3 (of 9/27/95), page 7, the New Continuum Manual, pages 21 and 29, and the board's "Getting Started: Special Education as Part of a Unified Service Delivery System" document, page 17.
- My supervisor, \_\_\_\_\_, is requiring me to** (check one):
  - complete IEPs of students to whom I do not provide services**
  - change IEPs without the IEP team being involved.** This is in clear violation of Article 20 and/or the corresponding articles, specifically "IEP Meetings Memorandum," pages 3 and 4, and "Getting Started: Special Education as Part of a Unified Service Delivery System," page 17.
- #\_\_\_\_\_ of students in my class are not receiving IEP-mandated services.**
- Other.** \_\_\_\_\_

The remedy I seek is for the board to immediately comply with Article 20 by correcting the above-cited violation(s).

I SHALL BE REPRESENTED BY \_\_\_\_\_  
MY CHAPTER LEADER OR A DESIGNATED ALTERNATE. (SIGNATURE OF GRIEVANT)

DATE FILE: \_\_\_\_\_

**SPECIAL EDUCATION GRIEVANCE FORM • STEP 2**  
*Chapter Leaders should complete and submit to district representative*

School \_\_\_\_\_ District \_\_\_\_\_

Name of Grievant \_\_\_\_\_

Title \_\_\_\_\_ File # \_\_\_\_\_

Social Security # \_\_\_\_\_ Date Grievance Occurred \_\_\_\_\_

**SET FORTH SPECIFICALLY THE ACT OR CONDITION AND THE GROUNDS ON WHICH IT IS BASED. SET FORTH THE SPECIFIC ARTICLE(S) AND SECTION(S) ALLEGED TO BE VIOLATED, WHICH WAS NOT RESOLVED AT STEP ONE:**

**CHECK ONE:**

- The staffing ratio in my special class exceeds the board mandate** (mandated \_\_\_\_:\_\_\_\_/current\_\_\_\_:\_\_\_\_). This is in clear violation of Article 20 and/or corresponding articles; specifically the board's "Continuum of Services for Students with Disabilities Manual" (New Continuum Manual) page 36, and "Creating a Quality IEP" (Individual Education Program Manual) Appendix A-the IEP form.
- I have been denied access to my students' IEP(s)** (# of students\_\_\_\_). This is in clear violation of Article 20 and/or the corresponding articles; specifically the policy set forth in the IEP Manual, page 8.
- My supervisor \_\_\_\_\_, has denied me the opportunity to submit a documented** (anecdotal and parent contacts) **request for an** (check one):
  - Initial referral**
  - IEP review/re-evaluation** for one of my students directly to the CSE chairperson. This is in clear violation of Article 20 and/or the corresponding articles, specifically the New Continuum Manual, page 6; the board Memorandum dated March 13, 1998, "Ensuring Appropriate Referrals to the Committee on Special Education," page 5; and "A Practical Guide for Transferring the Committees on Special Education to the Community School Districts and High School Superintendencies in the New York City Public School," page 101.
- I was given a directive by my supervisor \_\_\_\_\_ that my** (check one):
  - Resource Room**
  - SETSS**
  - Speech**
  - Counseling groups, must be 8:1** regardless of what is written on the students' IEPs. This is in clear violation of Article 20 and/or the corresponding articles, specifically Chancellor's Special Circular No. 3 (of 9/27/95), page 7, the New Continuum Manual, pages 21 and 29, and the board's "Getting Started: Special Education as Part of a Unified Service Delivery System" document, page 17.
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  - complete IEPs of students to whom I do not provide services**
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- # \_\_\_\_\_ of students in my class are not receiving IEP-mandated services.**
- Other.** \_\_\_\_\_

The remedy I seek is for the board to immediately comply with Article 20 by correcting the above-cited violation(s).

I SHALL BE REPRESENTED BY \_\_\_\_\_  
MY DISTRICT REPRESENTATIVE OR A DESIGNATED ALTERNATE. (SIGNATURE OF COMPLAINANT)

DATE FILE: \_\_\_\_\_