



# Cottonwood Classical Preparatory School

## Problem-solving/Grievance Process Checklist

Name: \_\_\_\_\_

Role: \_\_\_\_\_

(Student, Parent, Staff, etc.)

Brief description of issue/concern: \_\_\_\_\_

Step	Action	Date	
Problem-Solving STEP 1:	Help student advocate for him/herself <i>(If this is not a student issue, skip to Step 3)</i>		
Problem-Solving STEP 2:	Communicate issue with Advisor		
Problem-Solving STEP 3:	Communicate issue with responsible staff member		
If issue is not resolved, please follow the Grievance Process below		Initials	Issue resolved?
Grievance Process STEP 1:	Complete "CCPS Grievance Form" and submit to the Executive Director		Yes No
Grievance Process STEP 2:	Submit CCPS Grievance Form, along with this checklist, to GC Mailbox		
Grievance Process STEP 3:	CCPS Grievance Form considered by Grievance Committee		Yes No