**Formal Grievance Form**

The complaint must include the following information to initiate a formal action or hearing with the grievance committee. The Level II *Formal Grievance Committee* process must be initiated within 90 days of the grievable incident, or within 90 days of the conclusion or termination of a Level I *Mediation Process*.

1. A statement of the nature of the complaint.
2. Individuals involved.
3. The evidence on which it is based.
4. The desired solution.
5. History of any information process or mediation completed.