

DISTRICT/UTLA SCHOOL SITE  
ALTERNATE GRIEVANCE PROCEDURE:  
DISPUTE RESOLUTION PANEL  
**FORM/CHECKLIST FOR INITIAL ASSIGNMENTS**

School: \_\_\_\_\_

Administrator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

\_\_\_\_\_

Region: \_\_\_\_\_

**Issue:** (Check one)

**Elementary  
Initial Grade  
Assignment**

**Secondary  
Initial Class  
Assignments**

**Adult Education  
Initial Class  
Assignments**

Affected Teacher: \_\_\_\_\_

Employee No.: \_\_\_\_\_

(Must be in permanent status)

**Checklist and Timelines**

1. \_\_\_\_\_ **Date teacher knew or should have known of initial assignment.**
2. \_\_\_\_\_ **Date Informal Meeting was Requested** *Teacher must request a meeting within 3 days of item #1 above. In elementary, meeting is with site administrator. Secondary/Adult Education meeting is with the site administrator and department chair.*
3. \_\_\_\_\_ **Date of Informal Meeting** *Shall be conducted within 3 days of Item #2 above.*
4. \_\_\_\_\_ **Date Formal Meeting was Requested** *Teacher must request a meeting within 3 days of item #3 above. In elementary, meeting is with site administrator, grade level chair, and/or chapter chair. Secondary/Adult Education with the site administrator, department chair and/or chapter chair.*
5. \_\_\_\_\_ **Date of Formal Meeting** *Shall be conducted within 3 days of item #4 above.*
6. \_\_\_\_\_ **Date of (Circle One) Resolution or Non-Resolution with Site Administrator and Chapter Chair** *(Must be made within 3 days of item #5 above. Complete below. If resolution, process stops here. If non-resolution, continue to #7.)*

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Chapter Chair's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Number

**Complete #7 ONLY if there is Non-Resolution in #6.**

7. \_\_\_\_\_ **Date teacher submits this completed form with site administrator to LAUSD Staff Relations Unit and UTLA requesting a Dispute Resolution Panel.** *(Must be submitted within 3 days of item #6 above.) Submit by emailing to Leticia Sanchez, Staff Relations (leticia.sanchez@lausd.net), and Claudia Padilla, UTLA (cpadilla@utla.net).*

**A Dispute Resolution Panel is dispatched through Staff Relations.**