



<h2 style="margin: 0;">Youth Apprenticeship Program Grievance Procedures and Policy</h2>
--

Most concerns and problems can be resolved by talking to your employer, your instructor, or your school coordinator. Before completing the attached grievance procedure, you should make every effort to resolve your issues through the steps listed below. However, if you feel you have made every effort and the problem has not been resolved, you have the opportunity to take your issue to the CESA 6 Regional Youth Apprenticeship Consortium. A meeting will be called with a representative from your high school, your worksite, and other parties as applicable. This group will review your issue and make every attempt to resolve your concern within one month of receipt of this form. It may be necessary for you and/or your parents to be present at this meeting. The grievance form must be completed and mailed within 30 days after following step 2.

STEPS to Follow for student/Parents	Issues at Work Site	Issues with High School Courses
1	Speak to your work site mentor (if not resolved move onto step 2)	Speak to your high school classroom Instructor or school counselor (if not resolved move onto step 2)
2	Speak to your school-based coordinator (if not resolved move onto step 3)	Speak to your school-based coordinator (if not resolved move onto step 3)
3	Fill our grievance form and send to CESA 6 regional coordinator within 30 days after completing step 2	Fill our grievance form and send to CESA 6 regional coordinator within 30 days after completing step 2
Steps to follow for Consortium		
1	Form reviewed within 30 days of receiving and email confirmation will be sent upon receipt.	Form reviewed within 30 days of receiving and email confirmation will be sent upon receipt.
2	Written response through email to inform applicant within 30 days: all parties notified	Written response through email to inform applicant within 30 days: all parties notified

Youth Apprenticeship Program Grievance Form

Internal Use: date form was received: _____

Page 1



Please detail below when you attempted to resolve your issue according to the grievance policy for the CESA 6 Youth Apprenticeship Consortium.

Worksite Issue or Concern

Classroom/Related Instruction Issue or Concern

Step 1

Date issue was raised _____ Date issue was discussed _____

Person(s) spoke with _____

Step 2

Date issue was raised _____ Date issue was discussed _____

Person(s) spoke with _____

If you are not satisfied with the decision that has been reached concern your Youth Apprenticeship grievance, you may appeal to the Equal Rights Division in the Department of Workforce Development. Call (608) 266-6860 for more information.



Youth Apprenticeship Program Grievance Form

Student Name: _____

Contact Email : _____ School _____

Parent(s) Name _____ YA Program Area Enrolled in _____

Address _____ Worksite _____

Phone _____ Cell Phone _____

In your own words, explain the issue you are having concerning the Youth Apprenticeship program. You may attach an additional sheet if necessary.

Why do you feel that your issue has not been resolved to your satisfaction?

Return this form to:

CESA 6: Youth Apprenticeship Coordinator

2935 Universal Court, Oshkosh WI 54904