

## School Psychologist/Social Worker Workload Dispute Form Guide

- Please read the form carefully.
- Workload Dispute Forms may be duplicated as necessary.
- Fill in your name, file # and the school and district where the complaint occurs. If you work in more than one site, use one form for each site where there is a workload complaint.
- Please be specific regarding the nature of your complaint and the remedy sought.
- Indicate the appropriate date(s) and status of your complaint at each step of your complaint on the lower part of the form.

For example: Indicate the date you submit the Workload Dispute Form to your Administrator on the form:

“To Administrator \_\_\_\_\_.”  
(date)

- This form will follow your complaint through the various steps of the process.
- Give this form to the school principal and the administrator who issued the workload directive that is the basis for your complaint.
- You must give a copy of this form to your School Chapter Leader, your Functional Chapter Leader and update them at each step of the process. Keep a copy for your records.
- CSE staff shall give a copy of this form to your Functional Chapter Leader, and Borough Leader. Keep a copy for your records.
- If you need assistance completing the Workload Dispute Form consult with your Functional Chapter Leader, Dr. Anurag Singh, at (212) 598-7724.

**Remember to fax a copy of the Dispute Form to Dr. Anurag Singh at (212) 510-6437**

# School Psychologist/Social Worker Workload Dispute Form

Name: \_\_\_\_\_ File #: \_\_\_\_\_

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

I request a conference with you to discuss the following complaint:

Nature of complaint:

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Remedy sought:

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\_\_\_\_\_, Chapter Leader or designee will accompany me to this conference.  
(Name)

Signature \_\_\_\_\_

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To Administrator \_\_\_\_\_  
(date)

Administrator Determination \_\_\_\_\_  
(date)

Resolved \_\_\_ Not resolved \_\_\_

To Superintendent \_\_\_\_\_  
(date)

Superintendent's determination \_\_\_ attached \_\_\_\_\_  
(date)

Resolved \_\_\_ Not resolved \_\_\_

Appeal to Chancellor \_\_\_ attached \_\_\_\_\_  
(date)

Chancellor's determination \_\_\_ attached \_\_\_\_\_  
(date)

Resolved \_\_\_ Not resolved \_\_\_