

Grievances (GrievanceExt)

User Manual

Websmart SIS — Compliance / Ed-Fi 2026-2027 Reporting

November 18, 2026

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Aha tickets: WSDEV-1420 (UI — primary), WSDEV-1661 (Ed-Fi entity, Open/not started)

1. Purpose

PEIMS Submission 3 (Summer) requires independent school districts (ISDs) to report employee grievances filed against the district, including how each grievance was resolved at each review level. Grievance data is not reported for charter schools — this is an ISD-only submission.

2. Where It Lives in the UI

New tab, Grievances, added to the district Edit screen.

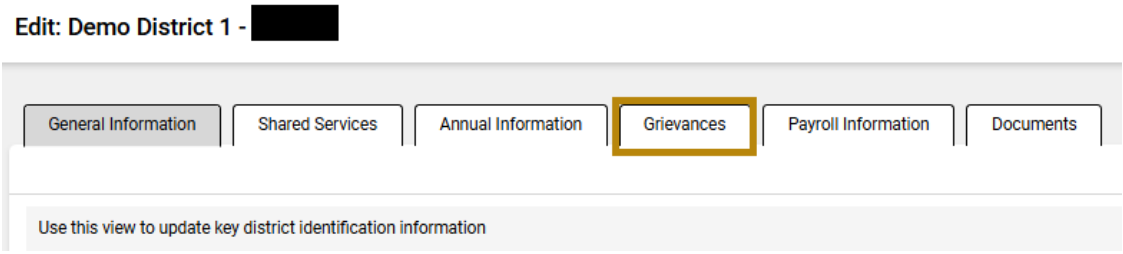


Figure 1. Grievances tab on the district Edit screen.

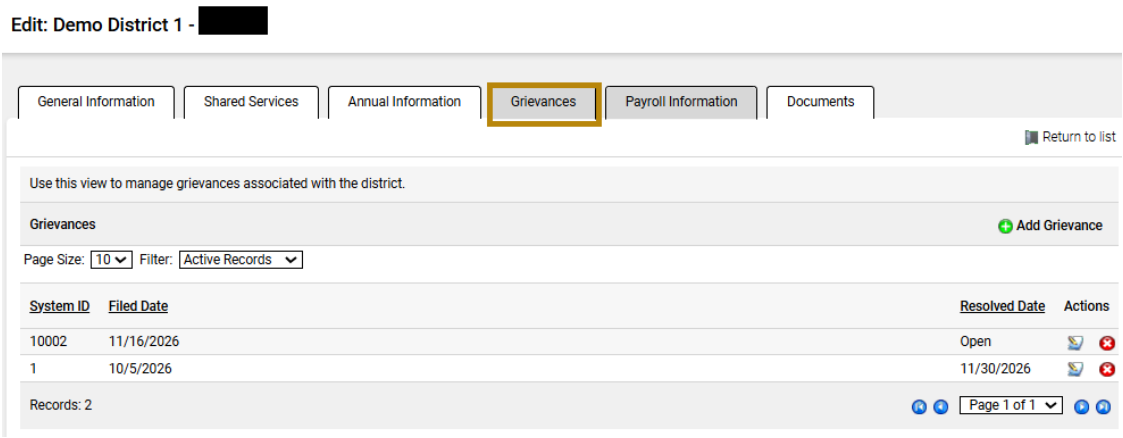


Figure 2. Grievances tab selected — grievance list.

The District → Grievances tab:

- Displays the grievance history for the district, filterable by Active Records / all records, with a configurable page size.
- Each row shows System ID, Filed Date, and Resolved Date (or “Open” if unresolved), with edit and delete actions.
- Supports adding a new grievance directly from the list (Add Grievance).

3. Data Model

Grievance Entity

Data Element	NP*	Core	PEIMS	Length	Data Type	Descriptor Table	Element ID
LocalEducationAgency							
GrievanceIdentifier			PS	4	Number		E3136
GrievanceFiledDate			PS	10	Date		E3137
GrievanceResolvedDate			PS	10	Date		E3138
GrievanceCorrectiveAction			PS		Descriptor	C364	E3139
GrievanceLevelResolution *(may have multiple instances)*							
GrievanceLevelResolvedDate			PS	10	Date		E3140
ResolutionOfGrievance			PS		Descriptor	C365	E3141
GrievanceLevel			PS	1	Number		E3142

Figure 3. Grievance entity field list.

Grievance (General Information tab)

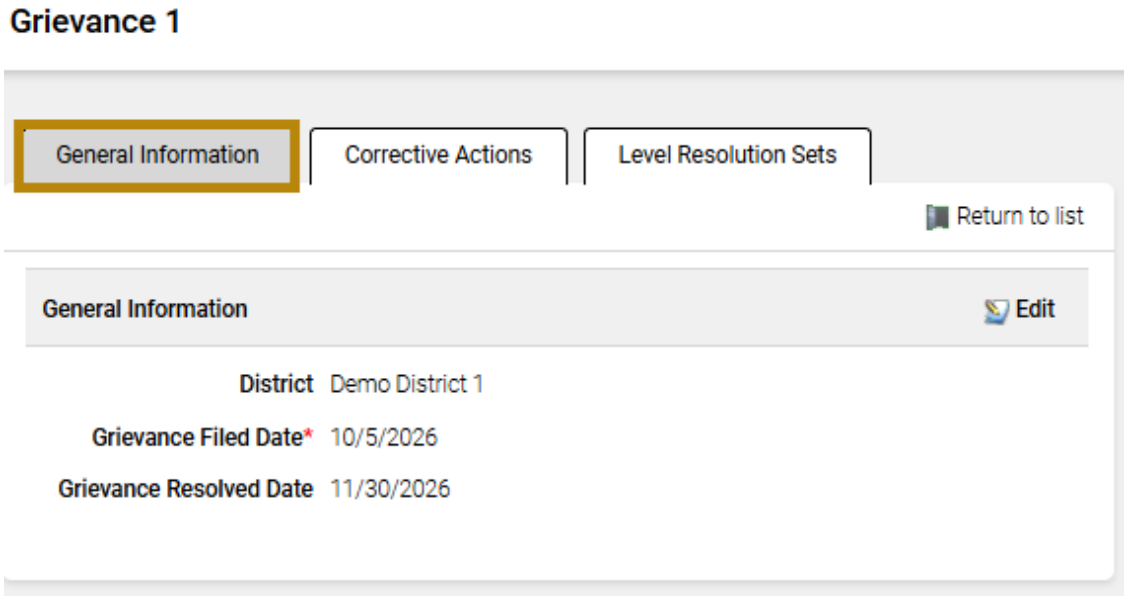


Figure 4. Edit Grievance — General Information tab.

Field	Type	Notes
GrievanceIdentifier	Number (4)	Unique number per grievance (System ID in the list view)
GrievanceFiledDate	Date	Drives which PEIMS Summer cycle the grievance belongs to (see §4)
GrievanceResolvedDate	Date	Blank while unresolved
GrievanceCorrectiveAction	Descriptor (C364)	Multiple instances allowed — see Corrective Actions tab below

GrievanceLevelResolutionSet (Level Resolution Sets tab — multiple instances allowed per grievance)

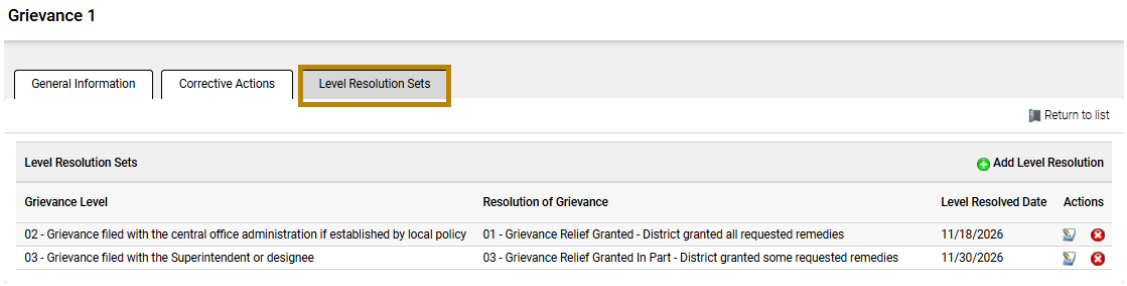


Figure 5. Edit Grievance — Level Resolution Sets tab.

Field	Type	Notes
GrievanceLevelResolvedDate	Date	
ResolutionOfGrievance	Descriptor (C365)	
GrievanceLevel	Descriptor (C378)	See level table below

GrievanceLevel Values (Descriptor C378)

Code	Level
01	Grievance Filed With Campus Principal/Administrator
02	Grievance Filed With Central Office Administration If Established By Policy
03	Grievance Filed With Superintendent or Designee
04	Grievance Filed With Board Of Trustees

Table ID	Name	Date Issued	Date Updated
C378	GrievanceLevel	03/03/2026	

Descriptor	Short Description	Long Description
01	Grievance Filed With Campus Principal/Administrator	Grievance filed with the campus principal or campus administrator
02	Grievance Filed With Central Office Administration If Est By Policy	Grievance filed with the central office administration if established by local policy
03	Grievance Filed With Superintendent or Designee	Grievance filed with the Superintendent or designee
04	Grievance Filed With Board Of Trustees	Grievance filed with the Board of Trustees

Figure 6. GrievanceLevel descriptor values.

Corrective Actions Tab

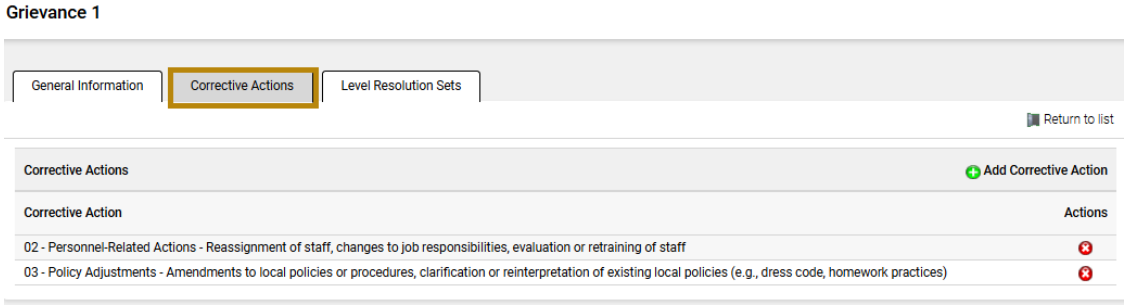


Figure 7. Edit Grievance — Corrective Actions tab.

GrievanceCorrectiveAction Values (Descriptor C364)

Code	Action	Description
01	Administrative Remedies	Reversal or modification of decisions related to student discipline, grading policies, attendance records, campus transfers, or classroom assignments
02	Personnel-Related Actions	Reassignment of staff, changes to job responsibilities, evaluation or retraining of staff
03	Policy Adjustments	Amendments to local policies or procedures, clarification or reinterpretation of existing local policies
04	Communication And Transparency	Issuance of written decisions with explanations and supporting documentation
05	Procedural Corrections	Remanding grievance for further review
06	Non-Retaliation Enforcement	Investigation and disciplinary action against staff who retaliate against the complainant; reporting educators to the State Board for Educator Certification as applicable

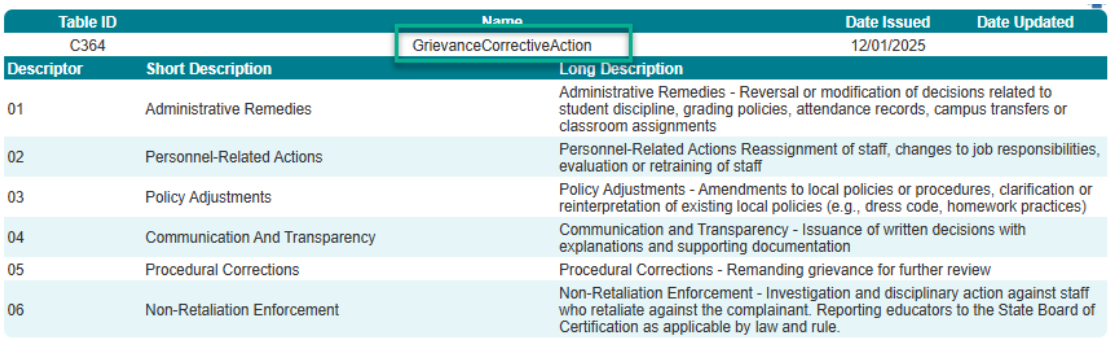


Table ID	Name	Date Issued	Date Updated
C364	GrievanceCorrectiveAction	12/01/2025	

Descriptor	Short Description	Long Description
01	Administrative Remedies	Administrative Remedies - Reversal or modification of decisions related to student discipline, grading policies, attendance records, campus transfers or classroom assignments
02	Personnel-Related Actions	Personnel-Related Actions Reassignment of staff, changes to job responsibilities, evaluation or retraining of staff
03	Policy Adjustments	Policy Adjustments - Amendments to local policies or procedures, clarification or reinterpretation of existing local policies (e.g., dress code, homework practices)
04	Communication And Transparency	Communication and Transparency - Issuance of written decisions with explanations and supporting documentation
05	Procedural Corrections	Procedural Corrections - Remanding grievance for further review
06	Non-Retaliation Enforcement	Non-Retaliation Enforcement - Investigation and disciplinary action against staff who retaliate against the complainant. Reporting educators to the State Board of Certification as applicable by law and rule.

Figure 8. GrievanceCorrectiveAction descriptor values.

4. Reporting-Window Business Rule

- Grievances with a GrievanceFiledDate between June 1 and May 31 are reported in that year's PEIMS Summer Submission (Submission 3).
- Grievances unresolved within the reporting period must continue to be included in subsequent annual reports until final resolution is achieved.
- Charter schools are out of scope — this entity is ISD-only.

5. Screen Behavior — Add, Update, Delete

The Grievances tab and its two child tabs (Corrective Actions, Level Resolution Sets) all support the same add / update / delete pattern:

- Add: “Add Grievance” on the list view creates a new grievance and opens its General Information tab. “Add Corrective Action” and “Add Level Resolution” work the same way within a grievance's child tabs — each grievance can carry multiple corrective actions and multiple level resolution entries.
- Update: the pencil/edit icon on a grievance, corrective action, or level resolution row opens that record for editing.
- Delete: the red “X” icon removes a grievance, corrective action, or level resolution entry.

Soft Delete

Deleting a grievance is conditional on whether it has child data attached.

- A grievance with no corrective actions or level resolution sets attached is permanently (hard) deleted — there's nothing else to preserve.
- A grievance with corrective actions and/or level resolution sets attached is soft deleted instead: it's marked inactive and drops out of the “Active Records” list view, but the grievance and its child records are retained in the database rather than purged, and can be restored later. This preserves the audit trail for a grievance that had progressed through part of the resolution process before being removed.

6. Ed-Fi Entity

GrievanceExt is the Ed-Fi extension entity backing this feature, with the standard resource actions (Bulk Send, Bulk Delete, Send, Delete, Find).

7. PEIMS Summer Submission

GrievanceExt is reported in the PEIMS Summer Submission, and it will be added to the EDFI Submission tab for PEIMS Summer Submission in a future release.