

Office of Teaching & Learning: Educator Talent & Workforce Development

Evaluation Grievance Requirements for LEAs: Law and Policy

Updated May 2026

Purpose

This document outlines key components of law and policy regarding the Local Education Agency (LEA) grievance process for evaluations. LEAs are required to develop local evaluation policy and processes, including procedures for addressing conflict and grievances.

An educator may file a grievance if he/she was not evaluated pursuant to state statute or if he/she believes the evaluation is inaccurate due to evaluator bias, omission, or error. This grievance is filed at the local level in accordance with local policy.

Definition of Grievance

A grievance is a formalized complaint that requires a formalized response from the LEA. A grievance process is a procedure that provides a fair and objective resolution of the complaint.

Evaluation Policy and Law

- [R.S. 17:3902](#) establishes the components of the evaluation and further requires the board to promulgate the specific rules and regulations for evaluations. Pursuant to state statute, such rules and regulations shall require that, at a minimum, local evaluation plans contain a job description, professional growth plan, observation and conferencing, classroom visitation, and a measure of effectiveness.
- [Bulletin 130](#), Section 317, Due Process and Grievance Procedures Part B, outlines the justifiable rationale for filing a grievance or appeal to an evaluation score.
- Failure by the LEA to adhere to the evaluation components is a grievable matter.

LEA Requirements for Grievance Policies and Procedures

- LEAs are required to establish a grievance policy to address the components of due process of evaluation as outlined in policy and law.
- LEAs shall include in their local personnel evaluation plans a description of the procedures for resolving conflict and/or grievances relating to evaluation results in a fair, efficient, effective, and professional manner. The plan shall include a timeline and process for appeals.

Best Practices to Include in Local Evaluation Guidance

- Ensure all evaluation data is entered into LES in a timely and accurate manner.
- Document the evaluator/evaluatee SLT goal-setting meeting and obtain signatures acknowledging its occurrence.
- Develop processes to address disputes regarding initial SLT goals and ratings.
- Document pre-conferences for announced observations and obtain signatures acknowledging that the meeting occurred.

- Document post-conference meetings (held within 5 days of observations) and obtain signatures acknowledging observation/performance review scores.
- Develop processes to address disputes over individual observation/performance review scores.
- Ensure that coaching plans are developed collaboratively, linked in LES, and updated during the coaching cycle.
- Ensure that informal observations are documented and occur two to six weeks following post-conferences; written feedback must be provided (via email, on the coaching plan, or in LES).
- Develop processes to address disputes over final evaluation scores.
- In the local evaluation policy, include timelines for filing grievances for each evaluation component to ensure evaluations can be finalized in a timely manner.

Please contact leads@la.gov for questions regarding evaluation policy.