**INSTRUCTIONS TO FILE A “PETITION FOR GRIEVANCES”**

**Items for a complete Petition for Grievances**

1. Cover Letter (See Template)
2. Notarized and filled-in Petition For Grievances form (See Template)
3. A “Brief in Support” updated with your state’s RCW codes and States Constitutional Article 1 (See Template)
4. Manilla Envelope

**Instructions:**

1. On the “Petition for Grievances” form, update information you see in **RED** and replace it in **BLACK** font. DO NOT sign the Petition until a notary is present to verify and sign.
2. For the “Brief in Support”
   1. Look up your State’s Constitution
   2. Look up your State’s codes (what kind of codes?). You can find that here.
   3. Look up your state Superintendent/Commissioners of Department of Education’s name and address. You can find that here.
3. Fill in Cover page, updating anything in **RED** and replace in **BLACK** font**.**
4. Do not staple the documents and organize in this order: Cover, Petition and Brief.
5. **You must sign the Petition in front of a notary**. You can find a notary easily with a search on Google.
6. Once notarized, make a copy. Keep your original and send the copy in a 9x12 manilla envelope via Registered Mail with a return receipt at your local US Post Office (about $15). Make sure to send Registered Mail for evidence of delivery.
7. For extra evidence, take a photo of your envelope once the post office has stamped it.
8. Keep your copy in a safe place.

If you do not receive remedy and/or your offspring’s rights are not restored, then follow up with the information you receive from your FOIA request and file a Claim with the Risk Management Company or Insurance Company for compensation.

**This is a numbers game**. The more we send, the more effective this will be. Get together in groups, as many people as possible to do this! Organizing “Petition Parties” is a great way to get that done. You can schedule a notary to be there and get it all complete at a party. Meet at homes, parks, schools, churches etc. Include your children and get them involved. This is worded so everyone can participate.

**DO NOT CONSENT. HOLD THE LINE!**

**THERE IS POWER IN NUMBERS SO SHARE THIS WITH EVERYONE YOU KNOW!**