

<b>VALLEY CITY PUBLIC SCHOOL DISTRICT #2</b>  <b>VALLEY CITY, NORTH DAKOTA 58072</b>  <b>WEBSITE ACCESSIBILITY COMPLAINT AND GRIEVANCE FORM</b>	<b>Descriptor Code</b> <b>ABDA-E1</b>	<b>1<sup>st</sup> Reading</b> <b>2/21/18</b>
	<b>Adopted</b> <b>2/21/18</b>	<b>Revised/Rescinded</b>

### WEBSITE ACCESSIBILITY COMPLAINT AND GRIEVANCE FORM

The complaint or grievance will be investigated by Valley City Public School District, and/or another party designated by the school district. The procedures to be followed are:

- An investigation of the complaint shall be completed in a timely manner.
- The investigator shall prepare a written report of the findings and conclusions.
- The investigator shall contact the Complainant upon conclusion of the investigation to discuss the findings and conclusions and actions to be taken as a result of the investigation.

Date of Complaint/Grievance: \_\_\_\_\_

Complainant Name (First & Last): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Description of the problem encountered: \_\_\_\_\_

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Additional Information: \_\_\_\_\_

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