

Section 504 Grievance Form

Student Name: _____

School: _____

Parent Name(s): _____

Address: _____

Phone(s): _____

1. Summary of Grievance — What is the problem? What are the facts?

2. How can the problem be solved?

3. Who have you spoken to or met with at the school to address this situation?

What was the result of this contact? _____

4. Please describe any corrective action you wish to see taken with regard to this grievance.

Please attach any additional information or documentation you wish the district to consider. You also have the right to file a complaint with the regional office of the U. S. Department of Education's Office for Civil Rights (OCR) without going through the district's grievance procedures.

Signature of Parent _____ Date _____

Received by:

Signature of Section 504 Coordinator

Date

Copies: Parent
 Student file
 504 Coordinator file

Section 504 Grievance Form

Employee Name: _____ School Building: _____

Address: _____

Phone(s): _____

1. Summary of Grievance – What is the problem? What are the fact?

- 2: How can the problem be solved?

3. Who have you spoken to or met with at the school to address this situation?

What was the result of this contact?

4. Please describe any corrective action you wish to see taken with regard to this grievance.

Please attach any additional information or documentation you wish to submit to the district to consider. You also have the right to file a complaint with the regional office of the U.S. Department of Education's Office for Civil Rights (OCR) without going through the district's grievance procedures.

Signature of Employee _____ Date _____

Received by:

Signature of Section 504 Coordinator _____ Date _____