

Series 3000 – Business/Non-Instructional Operations

Compliance with 504 Regulations

Grievance Procedures

Public Complaints About Facilities or Services

Citizens of the _____ District who have complaints about school facilities or services may register such complaints with the 504 Coordinator.

Required Information Concerning Complaint:

- Name(s) of person(s) making the complaint.
- Whether the person(s) represents an individual or group.
- Whether the person(s) making the complaint has discussed the problem with the site administrator.
- A summary of the complaint and suggested solution.

Processing of Complaint*:

Level 1: The complaint shall be presented in writing, with a suggested solution, to the 504 Coordinator. Five (5) days will be allowed for a reply.

Level 2: If a satisfactory response is not received within five (5) days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) days to reply.

Level 3: If a satisfactory response is not received within ten (10) days, a copy of the complaint may be forwarded to the Governing Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.

- * If the matters of concern are eligibility and related procedures, procedural safeguards, or provision of a free and appropriate public education, the matter may be referred at any juncture in the procedure to the appropriate compliance coordinator of the State Department of Education through IDEA Due Process Procedures.

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Complainant _____

Representing _____

Date of Presentation _____

School (if appropriate) _____

Prior contacts with the 504 Coordinator or teacher _____

Statement of Complaint:

Action Requested:

Signature _____