SECTION 504/ADA INTERNAL COMPLAINT – EMPLOYEE/OTHER

_____ _____
NAME OF COMPLAINANT TELEPHONE NUMBER

_____
ADDRESS

RELATIONSHIP TO THE SCHOOL DISTRICT:

_____ EMPLOYEE

_____ ADMINISTRATOR

_____ OTHER _____ (POSITION)

_____ OTHER _____ (DESCRIBE)

DESCRIPTION OF DISABILITY:

_____

_____

STATEMENT/NATURE OF COMPLAINT (INCLUDING DATE OF ALLEGED DISCRIMINATION):

_____

_____

_____

_____

WHAT ACTION ARE YOU REQUESTING? (I.E. RELIEF SOUGHT):

_____

_____

_____ _____ _____
COMPLAINANT DATE DATE RECEIVED BY DISTRICT SECTION 504/ADA COMPLIANCE OFFICER

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SECTION 504/ADA INTERNAL COMPLAINT – EMPLOYEE/OTHER
RECORD OF CONFERENCE WITH
DISTRICT SECTION 504/ADA COMPLIANCE OFFICER

A CONFERENCE WAS HELD ON _____, AT _____,
(DATE) (TIME)

AND MATTERS PERTAINING TO THE FOLLOWING ALLEGED COMPLAINT WERE DISCUSSED.

BRIEF DESCRIPTION OF ALLEGED COMPLAINT:

_____

_____

_____

_____

DISPOSITION OF ALLEGED COMPLAINT:

_____

_____

_____

_____

_____

_____

_____ _____
DISTRICT SECTION 504/ADA COMPLIANCE OFFICER DATE

==========

IF YOU WISH TO APPEAL THIS DECISION TO THE SUPERINTENDENT, SIGN BELOW AND DELIVER TO THE SUPERINTENDENT'S OFFICE.

_____ _____ _____
EMPLOYEE/INTERESTED PARTY DATE DATE RECEIVED BY SUPERINTENDENT'S OFFICE

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SECTION 504/ADA INTERNAL COMPLAINT – EMPLOYEE/OTHER
APPEAL TO SUPERINTENDENT

DATE RECEIVED BY SUPERINTENDENT'S OFFICE: _____

DATE OF CONFERENCE: _____

DISPOSITION OF COMPLAINT:

_____

_____

_____

_____

_____

_____

_____ _____
SUPERINTENDENT DATE

==========

IF YOU WISH TO APPEAL THIS DECISION TO THE BOARD OF EDUCATION, SIGN BELOW AND PRESENT TO THE TREASURER'S OFFICE WITHIN TEN (10) WORKDAYS OF RECEIPT OF THE SUPERINTENDENT'S DECISION.

_____ _____ _____
EMPLOYEE/INTERESTED PARTY DATE DATE RECEIVED BY TREASURER'S OFFICE

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SECTION 504/ADA INTERNAL COMPLAINT – EMPLOYEE/OTHER
APPEAL TO BOARD OF EDUCATION

DATE RECEIVED BY BOARD OF EDUCATION (I.E. IN TREASURER'S OFFICE): _____

DATE OF MEETING WITH BOARD: _____

DISPOSITION OF ALLEGED COMPLAINT:

_____

_____

_____

_____

_____

_____

_____ _____
PRESIDENT DATE
BOARD OF EDUCATION

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