



## Section 504 Grievance Procedure

1. Fill out Section 504 Grievance Form available in school office.
2. Submit Grievance Form to 504 Coordinator. The complaint must be in writing, including the name and contact information of the person filing it. The complaint must include the problem or action alleged, and the remedy or relief sought.
3. The 504 Coordinator will conduct an investigation of the complaint. The investigation may be informal, but it will be thorough, affording all interested parties the opportunity to submit evidence relevant to the complaint. The 504 Coordinator will maintain the files and records of Wasatch Charter School related to such grievances.
4. The 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
5. The person filing the grievance may appeal the decision of the 504 Coordinator by writing to the Executive Director of Wasatch Charter School within 15 days of receiving the 504 Coordinator's decision. The Executive Director shall issue a written decision in response to the appeal no later than 30 days after its filing.
6. If satisfaction is not reached, a meeting will be scheduled with the person filing the grievance, the 504 Coordinator, other parties as indicated, to be mediated by the Executive Director.
7. Option for an additional meeting mediated by a member of the Governing Board and/or a third party is available if the grievance process and mediated meeting with the Executive Director do not resolve the concern.

# Section 504 Grievance Form

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

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?

\_\_\_\_\_  
\_\_\_\_\_

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 be considered. You also have the right to file a complaint with the regional office of the US Department of Education's Office for Civil Rights without going through the local grievance procedure.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

Signature of receipt, 504 Coordinator

Date