



Section 504 - Complaint and/or Grievance Form

Student Information			
Student's Name		Date of Birth	
School		Grade	

Person Filing Complaint and/or Grievance			
Name		Relationship to the Student	
Phone Number		Email	

The information below should be filled out and/or answered by the person filing the complaint and/or grievance and returned to Meredith Young, Ed.D., Rogers Public Schools 504 District Coordinator, at meredith.young@rpsar.net.

Nature of your complaint and/or grievance. (Please describe the practice or action you believe may be in violation of Section 504 and identify the name and title of person(s) you believe may be responsible. The alleged violation must have occurred within the past 120 days.)

Provide a brief description of what, when, and how the incident(s) occurred. (Include specific dates, times, locations, etc. of each event. Attach any relevant documents or records, related to the grievance and how the alleged violation is discriminatory.)

Explain what steps, if any, you have already taken to resolve this matter. (Attach any relevant correspondence related to the grievance.)

Describe any corrective action you would like to see taken with regard to the alleged discriminatory violation.

Signature of Person Submitting Complaint and/or Grievance

Date