



## Formal Grievance Procedure for Section 504

A parent/guardian of a student may use the following process to file a grievance alleging discrimination on the basis of disability in violation of Section 504.

Minneapolis Public Schools (MPS) urges that all grievances be resolved with the individual closest to the issue, usually the Building 504 Coordinator and/or building administrator. If these attempts have been unsuccessful, the grievance may be filed in writing with the Section 504 Coordinator for Minneapolis Public Schools (MPS).

Section 504 Coordinator for Minneapolis Public Schools  
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Health Related Services  
Minneapolis Public Schools  
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### 1. THE GRIEVANCE PROCEDURE FOR ALLEGING VIOLATIONS UNDER SECTION 504 ARE AS FOLLOWS:

#### **STEP A**

The grievance should be in writing and must be signed by the person making the complaint. **A grievant may present the grievance orally to the Section 504 Coordinator for MPS and the Coordinator will assist the grievant to reduce the complaint to writing.** The grievance should be submitted within thirty (30) calendar days. A grievance that is submitted beyond thirty (30) calendar days may not be considered. The Section 504 Coordinator for MPS will promptly attempt to resolve the matter among the affected parties. The Section 504 Coordinator for MPS will investigate the grievance by obtaining information from student/parents/guardians and teachers as necessary and will reply in writing to the grievant within thirty (30) days of completing the investigation.

#### **STEP B**

If the grievant wishes to appeal the decision of the District Section 504 Coordinator for Minneapolis Public Schools, the grievant may submit a signed statement of appeal to the grievant's Associate Superintendent within five (5) school days after receipt of the District Section 504 Coordinator for MPS's response. The Associate Superintendent shall communicate with all parties involved, formulate a conclusion, and respond in writing to the grievant within thirty (30) days of the completion of the meeting.

### 2. COMPLAINT TO THE OCR OR MINNESOTA DEPARTMENT OF HUMAN RIGHTS:

At any point in the grievance procedure, a parent, guardian or student may file a complaint with state or federal agencies.

Federal complaints can be addressed to:

ATTN: OCR Regional Manager  
Office for Civil Rights  
U.S. Department of Health and Human Services  
233 N. Michigan Ave., Suite 240  
Chicago, IL 60601  
Telephone: 312/886-2359, Fax: 312/886-1807, or TDD: 312/353-5693  
<http://www.hhs.gov/ocr/civilrights/complaints/index.html>

State complaints can be addressed to:

Minnesota Department of Human Rights  
Freeman Building  
625 Robert St. N.  
St. Paul, MN 55155  
Telephone: 651/539-1100, Toll Free: 1-800/657-3704, Fax: 651/293-9042, or TTY: 6512961283  
Email: [info.MDHR@state.mn.us](mailto:info.MDHR@state.mn.us) or <http://www.humanrights.state.mn.us/intake/index.html>

### 3. HEARING:

For complaints involving the District's identification, evaluation or educational placement under Section 504 of a student, the parent/guardian and student have the right to an impartial hearing with the opportunity for parental participation and representation by an attorney.

Parents/guardians have an opportunity to participate in the hearing; be represented by counsel; examine relevant records; and seek a review of the decision, including judicial review. These rights are explained further in the Notice of Procedural Safeguards.