



# Section 504 Grievance Filing Form

**Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under Section 504 procedure. It is against the law for STMA School District to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.**

Grievances must be submitted to the Section 504 Coordinator within **30 days** of the date the person filing the grievance becomes aware of the alleged discriminatory action.

## Name of Person Filing this Complaint

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

## Name of person discriminated against (if other than person filing).

**If the person discriminated against is age 18 or older, we will need a consent/release form before we can proceed with this complaint. If the person is a minor, and you do not have the legal authority to file a complaint on the student's behalf, the signature of the child's parent or legal guardian is required.**

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

## Please describe the problem or action alleged to be discriminatory

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

## Please describe the remedy or relief sought

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

**Signature**

*Please sign and date your complaint below*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form to the district Section 504 Coordinator:  
Dr. Amy Larkin, Director of Special Services  
STMA Schools District Office  
11343 50<sup>th</sup> Street NE  
Albertville, MN 55301

The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of STMA School District relating to such grievances.

The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.