

Complaint Procedures

- 1. A Complaint under Section 504 must be filed in writing fully setting out the circumstances giving rise to such Complaint. Section 504 Complaint form attached.**
- 2. Such claims must be made in writing with the following individual:
Dr. Milissa W. Sackos, District 504 Compliance Specialist.**
- 3. A meeting will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).**
- 4. The Coordinator shall give the parent, student, or employee reasonable advance notice of the date, time, and place of the hearing.**
- 5. The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised.**
- 6. The local school district shall make its decision in writing within a reasonable time period.**
- 7. The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.**