



COMPLAINT PROCEDURE 2016/2017

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.

Such claims must be made in writing with the following individual:

Dr. Milissa W. Sackos,
Executive Director of Support Services
Mohave District Annex (MDA)
8500 E. Jack Rabbit Road
Scottsdale, Arizona
85250-6768
(480) 484-6113

- A meeting will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
- The Coordinator shall give the parent and student a reasonable advance notice of the date, time, and place of the hearing.
- The parent & student shall receive a fair opportunity to present evidence relevant to the issues raised.
- A decision will be received in writing within a reasonable time period.
- 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.