

504 Grievance Form



Ogden School District commits to complying with Section 504 Law and regulations and that no discrimination on the basis of disability is permitted in the programs or activities that the District operates. Grievances are encouraged to be worked out through the school administrator in an effort to reach a mutually acceptable resolution. Grievances that are not satisfied with initial efforts at the school may file the complaint with the District Section 504 Coordinator using the following process.

- The grievance shall be reported as soon as possible, but no later than sixty (60) days after the incident(s) in order to be effectively investigated and resolved. An investigation will be conducted by the District 504 Committee and within 10 working days after receiving the grievance the 504 Committee shall issue a written decision stating what action shall be taken.
- The parent/legal guardian may appeal the decision of the District 504 Committee by filing an appeal within 10 working days from receipt of the decision. The appeal shall be filed in writing to the 504 Director of Ogden School District, Karen Harrop. The 504 Director shall review the case and make a decision within 10 working days after receiving the appeal.
- Should the parent/legal guardian not find satisfaction with the decision rendered by the 504 Director, you may file a complaint with the Office for Civil Rights (OCR) at any time before, during, or after the local grievance procedures. The contact information for the regional office is as follows: U.S. Department of Education Office for Civil Rights, Region VIII Federal Building, Suite 310 1244 Speer Boulevard Denver, Colorado 80204-3582 Phone:303-844-5695 Email: OCR.Denver@ed.gov

Student Name:		SIS:
DOB:	Grade:	School:
Parent/Guardian:		Phone:

Brief description of the alleged discrimination or civil rights violation including the date, place, and time.

Brief description of the communication that has already occurred to address the issue.

Any other relevant information.

Parent/Legal Guardian Signature

Print Name

Date

* See Ogden School District procedures

The Utah State Office of Education (USOE) and the United States Department of Education, Denver Office for Civil Rights (OCR) investigates grievances against school districts within their jurisdiction and monitors and enforces compliance of Section 504 laws and regulations.