

RIVERSIDE ELEMENTARY SCHOOL DISTRICT

SECTION 504/TITLE II COMPLAINT FORM

Riverside Elementary School District (the "District") expects its employees to comply with Section 504 and the Americans with Disabilities Act ("ADA") regulations. Further, no discrimination on the basis of disability is permitted in the programs or activities that the District operates. If you believe that discrimination, harassment, or retaliation has occurred against a student (or against someone who has advocated for the student) because of a disability, please complete, sign, and submit this form to the Section 504/ADA Coordinator:

Dr. Stephen Neal
Special Education Director/School Psychologist
1414 South 51st Avenue
Phoenix, Arizona 85043
(602) 477-8900 ext. 1338
sneal@riverside.k12.az.us

Date: _____

On behalf of: _____

Complainant is: Student: _____
 Student's parent(s): _____
 Other: _____

Address: _____
Street City State Zip

Telephone: _____
Home Work

Email Address: _____

1. Describe the alleged violation of Section 504 and ADA in specific terms. Include: (a) the specific incident or activity that is viewed as discrimination; (b) the individuals involved; (c) dates, times, and locations involved; and (d) the disability that forms the basis of the complaint (attach additional pages if needed):

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2. Describe any relevant communication that has already occurred to address the issue. Please specify the types of communication, dates of communication, and names of individuals with whom any communication has occurred:
3. Please describe how you would like to see this issue resolved:
4. Do you want this complaint to be formally investigated and addressed by the District's Section 504/ADA Coordinator or his/her Designee? Yes No. If "No" please clarify:
- I do not want a formal investigation. I am just bringing the issue to the District's attention.
- I do not want a formal investigation. I would like to speak with an authorized representative of the District regarding my Complaint.
- The District's Section 504/ADA is the alleged wrongdoer. Another individual should be designated by the Principal to conduct the investigation.
- Other (please explain):

The Section 504/ADA Coordinator will issue a written decision on the Complaint no later than thirty (30) working days after its filing, unless extenuating circumstances require an extension of the 30-day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with you concerning the need for an extension.

PLEASE RETURN THIS FORM TO THE DISTRICT'S SECTION 504 /ADA COORDINATOR.