

## Informational Letter Regarding Section 504/ADA Compliance

Dear Parent,

Morgan Hill Unified School District and the Special Education Department have a commitment to providing a free appropriate public education to all students with disabilities. If you believe that the SST/504 Team has incorrectly or inadequately applied the regulations of Section 504 or Americans with Disabilities act, and you have been unable to resolve this issue after consulting with school site personnel, please complete the form Section 504/ADA Complaint Form.

Keep a copy of the completed form for your files and send the original to:

**Lisa Atlas of Special Education  
Morgan Hill Unified School District  
Re: SST/504 Procedures  
15600 Concord Circle  
Morgan Hill, CA 95037  
Phone: (408)201-6040  
Fax: (408) 776-0029**

In the space provided please describe the problem. If you have had contact with any district personnel regarding this issue, please include their names and positions and the results of your discussions. If needed, you may use additional pages to describe your complaint more fully.

**This complaint will not be transmitted to a state or federal agency for investigation. District personnel will investigate your complaint.** You will receive a written response from the district indicating that the complaint has been resolved or what will be done (and by whom) in order to resolve the noncompliance problem(s).

### **Filing an Additional State or Federal Complaint**

If you wish to file an additional noncompliance complaint with a state or federal agency, you may do so directly. Please see *How to File a Complaint with the Office for Civil Rights*.

### **Required Information for Complaint Form**

Individuals in the district who have complaints about district facilities or Section 504 services may register such complaints with the site administrator with the complaint form.

Be sure to include the following information on the form:

1. Name(s) of the person(s) making the complaint.
2. Whether the person(s) making the complaint has discussed the problem with the site administrator.
3. A summary of the complaint and suggestion solution.

### **Processing the Complaint**

Level 1: The complaint shall be presented in writing, with a suggestion solution to the site administrator. Five (5) school days will be allowed for a reply.

Level 2: If a satisfactory response is not received within five (5) school days, the complainant may forward a copy of the complaint to the 504 Director who will have ten (10) school days to reply.

Level 3: At any point in this process, the complainant may forward the complaint to the Office for Civil Rights.

Please note: If the complaint is in reference to eligibility and related procedures, procedural safeguards or provision of a free appropriate public education, you may forward it at any point to the 504/ADA Director at the following address:

**Lisa Atlas, Director of Student Services  
Special Education Department  
Morgan Hill Unified School District  
Re: SSTI504 Procedures  
15600 Concord Circle  
Morgan Hill, CA 95037  
Phone: (408) 201-6040  
Fax: (408) 776-0029**

**MORGAN HILL UNIFIED SCHOOL DISTRICT**  
**Section 504/ADA Complaint Form**

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School of Attendance: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Receiving Complaint \_\_\_\_\_  
Date

**Complaint:**

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**Action Requested:**

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