

How to File a Complaint with the School

Initiating a Complaint

If you believe that the school or any of the school's staff have incorrectly applied the regulation of Section 504 of the Rehabilitation Act of 1973, for services, or the Americans with Disabilities Act, 1990, for access to facilities, you may bring forward a complaint in one of two ways:

1. Follow the school's grievance plan:
Complete a complaint form.
Present the completed form to either the site administrator or site 504 Coordinator who will in turn investigate the complaint.
2. File a complaint with the Office for Civil Rights

Note: It should be understood that you could file a complaint with the Office for Civil Rights **without** going through the school's grievance procedures. However, the school's grievance procedures are meant to provide you with a prompt and equitable resolution of a complaint.

Unresolved Complaints

If your complaint is not resolved at the site, then you should submit it in writing to the Special Education Department at the address shown below. The Director of Special Education will further investigate the grievance and reply in writing to you within ten (10) business days. (See complaint for in Appendix A.)

Lisa Atlas, Director of Student Services
Special Education Department
Re: SST1504 Procedures
15600 Concord Circle
Morgan Hill, A 95037
Phone: (408)201-6040
Fax: (408) 776-0029

If you wish to appeal to the decision of the District's 504 Director, you may file a complaint with the Office for Civil Rights at any time before or during grievance procedures.