



## **Grievance Procedure for a 504 Complaint**

(WSD Board Policy 4120)

1. The parent will submit the complaint in writing to the principal of the school. The principal is the 504 coordinator at the school level.
2. The principal has 5 working days to respond to the written complaint.
3. The parent may appeal the principal's response (or failure to respond) in writing to the District 504 Coordinator. The District 504 Coordinator will conduct an impartial investigation and respond to the parent within 10 working days or at a parent's request, will conduct an impartial due process hearing as outlined:
  - a. If the parent's complaint is about the identification, evaluation, or placement of a student, and the complaint is not resolved by the principal, the parent may request an impartial due process hearing before the District 504 Coordinator.
  - b. Requests for an impartial due process hearing must be submitted in writing to the District 504 Coordinator within 10 days of receiving a response from the principal.
  - c. A hearing will be scheduled with the District 504 Coordinator within seven days of the Coordinator receiving the written request from the parent. Parents are entitled to legal representation.
4. The decision from the District 504 Coordinator is final.
5. At any time, a parent may file a complaint with the Office for Civil Rights at: Denver Office U.S. Department of Education, Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582 Telephone: (303) 844-5695 Facsimile: (303) 844-4303 Email: OCR.Denver@ed.gov A