

# 504 Grievance Procedures

If you have a 504 complaint:

- 1-Submit the complaint in writing to the principal of the school.
- 2-The principal has 15 working days to respond/resolve the complaint.
- 3-Appeal the principal's response (or failure to respond) in writing to the student services coordinator for your school.
- 4-The student services coordinator has 20 working days to respond/resolve the complaint.
- 5-Appeal the student services coordinator's response (or failure to respond) in writing to the Weber District Compliance Officer (Director of Student Services) who can be contacted at 801-476-7811.