

Snohomish School District No. 201  
**Section 504 Grievance**

Name of person(s) against whom complaint is made: \_\_\_\_\_

Description of complaint (include names, dates and places): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	Yes	Name	Date
Have you discussed the complaint with:			
Employee?	_____	_____	_____
Principal?	_____	_____	_____
Supervisor?	_____	_____	_____

Result of discussion(s): \_\_\_\_\_

\_\_\_\_\_

Resolution sought: \_\_\_\_\_

\_\_\_\_\_

I understand that:

1. The School District may request further information about this complaint, and if such information is available, I will present it upon request.
2. A copy of this complaint will be given by the School District to the staff member against whom this complaint is being made and his/her supervisor, and the staff member and his/her supervisor will be given the opportunity to respond to this complaint in writing or in person
3. If this complaint is submitted to the board for its review, the staff member may request that the board discuss the complaint in an open meeting, or in an executive session in the presence of the staff member. If an executive session is held, press and public are excluded.
4. The board may discuss the complaint in an executive session, but any formal actions by the board must take place in an open meeting.

\_\_\_\_\_  
Signature

( ) \_\_\_\_\_  
Telephone No.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

(You may use additional pages to describe your complaint more fully if you so desire.)