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): _____________________________
___________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Have you discussed the complaint with:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee?</td>
<td></td>
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<tr>
<td>Principal?</td>
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<tr>
<td>Supervisor?</td>
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</table>

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.)

Revised 5/2018