FLORENCE UNIFIED SCHOOL DISTRICT SECTION 504 COMPLAINT FORM

The Florence Unified School District (FUSD) expects its employees to comply with Section 504 and ADA regulations. Further, no discrimination on the basis of disability is permitted in the programs or activities that the School operates. If you believe that discrimination, harassment, or retaliation has occurred against a student (or against someone who has advocated for the student) because of a disability, please complete, sign, and submit this form to your school campus Section 504 Coordinator:

Date:					
On behalf of:					
Complainant is:	Student:				
	Other:				
Address:					
Street		City		State	Zip
Telephone					
Home			Work		
Address:Street [Felephone	_	City			

- 1. Describe the alleged violation of Section 504 and/or ADA in specific terms. Include
 - (1) the specific incident or activity that is viewed as discrimination;
 - (2) the individuals involved;
 - (3) dates, times, and locations involved; and
 - (4) the disability that forms the basis of the complaint (attach additional pages if needed).

2. Describe any relevant communication that has already occurred to address the issue. Please specify the types of communication, dates of communication, and names of individuals with whom any communication has occurred.

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3.	Please describe how you would like to see this issue resolved.
4.	Do you want this complaint to be formally investigated and addressed by the School's Section 504/ADA Coordinator or his/her Designee? Yes No. If "No" please clarify:
	☐ The District/School's Section 504/ADA is the alleged wrongdoer. Another individual should be designated by the Principal or District Administration to conduct the investigation.
	☐ I do not want a formal investigation. I am just bringing the issue to the School's attention.
	☐ I do not want a formal investigation. I would like to speak with an authorized representative from the School regarding my Complaint.
	Other (please explain):

The Section 504/ADA Coordinator will issue a written decision on the Complaint no later than thirty (30) school days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with you concerning the need for an extension.