

## Section 504 Complaint Form

### Monongalia County Schools

Student: \_\_\_\_\_ ID#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Referred By: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Case Manager/Teacher: \_\_\_\_\_  
Parent/Guardian Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Description of the alleged violation—What is the problem? What are the facts?**

**How can the problem be solved?**

**Name of violator(s) of policy:**

**Potential witnesses to the violation:**

**Who have you spoken to or met with at the school to address the situation?**

**What corrective actions do you wish to see taken with regard to your grievance or complaints:**

Please attach any additional information or documentation you wish Monongalia County Schools to consider. This form should be forwarded to **County 504 Coordinator; c/o Monongalia County Schools; 13 S. High St.; Morgantown, WV 26501 and Telephone 304-291-9210.** You also have the right to file a complaint with the regional office of the U.S. Department of Education's Office for Civil Rights (OCR) without going through the district's grievance procedures.

**Parent/Guardian/ or Adult Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date Received at BOE:** \_\_\_\_\_

**County 504 Coordinators Signature:** \_\_\_\_\_