

CCSD 504 Complaint Intake Form

Cherry Creek School District (CCSD) complies with Section 504 law and regulations. In accordance with CCSD Policy AC and its corresponding regulations, no discrimination on the basis of disability is permitted in the programs or activities the CCSD operates. If you believe discrimination against a person has taken place because of his/her disability, please complete this form, sign and return it to the District 504 Compliance Officer at Cherry Creek School District, 4700 S. Yosemite St. Greenwood Village, CO 80111.

This complaint is filed by (check one box)

Date: _____

- Parent of child _____
- School personnel _____
- Other (describe) _____

1. Parent/Guardian(s) Personal Information

Last name: _____ First Name: _____ MI: _____

Street or Mailing Address: _____ Apt. or Unit #: _____

City: _____ County: _____ State: _____ Zip: _____

Phone Numbers: Home (____) _____ Work: (____) _____

Cell (____) _____ Email Address: _____

This Complaint is filed on behalf of:

Student(s) name: _____

Address if different from parent/guardian: _____

Student's Date of Birth: _____ Gender: Male Female

Does your child have a disability? Yes No. If yes, please identify and describe: _____

Your child's race/ethnicity: Hispanic or Latino American Indian or Alaskan Asian

White Black or African American Native Hawaiian or Other Pacific Islander

Multiracial

What school does your child attend? _____ Grade Level: _____

2. Describe the suspected violation of Section of 504. Be specific. Include (a) a description of the incident or activity you believe was discriminatory; (b) the person or persons involved (c) the date(s), time(s), and location(s) of the discrimination (d) and how it relates to the disability of the student involved (attach additional documentation if necessary).

3. Describe any relevant background information and/or correspondence among relevant parties (attach additional documentation if necessary).

4. How else have you attempted to resolve this concern (please describe)?

5. Have you spoken with or met with the building principal and/or other CCSD administration in order to resolve this matter? Yes No If so, to whom:

6. What action(s) if any have already been taken by the CCSD employee(s) to address your concerns?

8. What resolution/remedy would you like to see regarding your concerns?

Parent(s)/Guardian(s) Signature: _____ Date: _____

FOR OFFICE USE ONLY		
Intake Personnel: _____	Title: _____	Date: _____
Acceptance <input type="checkbox"/> Yes <input type="checkbox"/> No If no, Next steps: _____ If Yes, Acceptance Letter Sent: _____		

SECTION 504 COMPLAINT RESOLUTION PROCEDURES

Step 1: The parent/legal guardian should complete and submit a Section 504 Complaint Form A to the District 504 Compliance Officer at Educational Services Center, 4700 S. Yosemite St., Greenwood Village, CO 80111.

Step 2: The District Section 504 Compliance Officer will review the complaint and meet with the parent/legal guardian to clarify their concerns as written in the Section 504 Complaint Form.

Step 3: The District 504 Compliance Officer will determine whether the concerns are able to be amicably and mutually resolved at the school level or, whether to initiate an investigation in accordance with CCSD Policy AC-R.

Step 4: If a resolution at the school level is successful, the Complaint will be closed. If a resolution at the school level is unsuccessful an investigation by the CCSD 504 Compliance Officer will ensue.

Step 5: If an investigation by the CCSD 504 Compliance Officer is initiated, a Letter of Intent to Investigate Complaint of Discrimination: Section 504 will be sent to the person filing the Complaint.

Step 6: In accordance with CCSD Policy AC-R, within 45 working days following the date of receipt of the original Grievance /Complaint. The CCSD 504 Compliance Officer will acknowledge in writing to the Complainant receipt of the Grievance/Complaint and advise the person filing the Complaint of the investigative process.

Step 7: Upon completion of the investigation, the Section 504 Compliance Officer will render a decision regarding the Grievance/Complaint, and submit it in writing to the person filing the Complaint. This decision will include findings and any corrections of identified instances of non-compliance and appropriate remedies.

Step 8: If the parent/legal guardian is not satisfied with the decision rendered by the District's 504 Compliance Officer, the parent/legal guardian may either give written notice to the District 504 Compliance Officer requesting a meeting with the Superintendent to review the complaint or file a complaint with the Office of Civil Rights, U.S. Department of Education, Office of Civil Rights, Region VIII, Federal Office Building, 1244 Speer Blvd., Suite #310, Denver, CO 80204-3582.