

South Lyon Community Schools

SECTION 504 COMPLAINT FORM

FORM M

Name of Injured Party: _____
Address: _____
Phone: _____ Email: _____

If the injured party is a student, please also provide the following information:

School Building Attending: _____ Grade: _____ Birthdate: _____
Complainant's Name: _____
Relationship to Student: _____
Address: _____
Phone: _____ Email: _____

1. Describe the alleged violation of Section 504. Please be specific and describe the specific incident(s), as well as identify the individuals involved, dates/times/locations, etc. Attach additional pages if needed.

2. Describe your proposed resolution to address the alleged problem(s)/violation(s).

Date: _____
Complainant's Signature _____

PLEASE SUBMIT THIS FORM TO:

Susan Toth
Director of Special Education
South Lyon Community Schools
62500 West Nine Mile
South Lyon, MI 48178
248-573-8220

A person who believes that he/she has been discriminated against by the South Lyon Community Schools on the basis of disability may file a complaint through the District's grievance procedure. A complaint may also be filed with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. You may file a complaint with OCR at any time. Filing a complaint with the School District is not a prerequisite to filing with OCR.