

**SOUTH LYON COMMUNITY SCHOOLS
GRIEVANCE PROCEDURES FOR NONDISCRIMINATION COMPLAINT FORM
STUDENT FORM**

Student Name: _____ Date of Birth: _____

School Building Attending: _____ Grade: _____

Complainant's Name: _____

Relationship to Student: _____

Phone Number: _____ E-Mail: _____

1. Describe the alleged violation. Please be specific and include the specific incident(s), the individuals involved, dates/times/locations, etc. Attach additional pages if needed.

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

Date

Signature of Parent/Guardian

Please submit form to: Maureen Altermatt, Assistant Superintendent
for Administrative Services
South Lyon Community Schools
345 South Warren
South Lyon, Michigan 48178
248-573-8130

A person who believes that he/she has been discriminated against by South Lyon Community Schools 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, 600 Superior Ave East, Suite 750, Cleveland, OH 44114. 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.

SOUTH LYON COMMUNITY SCHOOLS
GRIEVANCE PROCEDURES FOR NONDISCRIMINATION COMPLAINT FORM
EMPLOYEE/COMMUNITY MEMBER FORM

Complainant's Name: _____

Phone Number: _____ E-Mail: _____

1. Describe the alleged violation. Please be specific and include the specific incident(s), the individuals involved, dates/times/locations, etc. Attach additional pages if needed.

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

Date

Signature of Complainant

Please submit form to: Melissa Baker, Assistant Superintendent for Administrative Services
South Lyon Community Schools
345 South Warren
South Lyon, Michigan 48178
248-573-8130

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