

Section 504 Grievance

Complaints about discrimination based on disability, including facilities or services offered by the Norwalk Board of Education may be filed with the District 504 Coordinator or with the Office of Civil Rights.

Parents and guardians are always encouraged to first seek out and contact the Building Level 504 Coordinators in the event of any questions, concerns, disputes or complaints regarding any aspect of Section 504 in an attempt to resolve those questions, concerns, disputes or complaints.

Nonetheless, parents and guardians have the procedural rights under Section 504, including the right to file a complaint with the District 504 Coordinator, as set forth below.

Although the completion of this form is not required when completing a complaint, it is provided to assist the complainant with including all of the required information. The complaint shall be presented in writing, with a suggested solution, to the District 504 Coordinator. If assistance is needed in writing the complaint, the complainant may seek assistance from the District 504 Coordinator.

- Name(s) of person(s) or group making the complaint:

- Whether the person(s) represents an individual group:

- A concise statement of the facts constituting the alleged discrimination, including the dates of the discrimination:

- Whether the person(s) making the complaint has discussed the problem with the site administrator:

- A summary of the complaint and suggested solution(s):

The request shall be made in writing to the Board of Education District 504 Coordinator:

Ralph Valenzisi
District 504 Coordinator
Norwalk Public Schools
125 East Avenue
Norwalk, CT 06852

The complainant at any time may also file a complaint with the Office of Civil Rights:

Office of Civil Rights US Department of Education

5 Post Office Square 8th floor, Suite 900

Boston, MA 02109-3921

(617) 289-0111– telephone

(617) 289-0150 – fax

(877) 521-2172 – TDD

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>