

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
Section 504 of the Rehabilitation Act of 1973  
Americans With Disabilities Act of 1990  
(SECTION 504/ADA)

**GRIEVANCE PROCEDURES**

**SECTION 504 OF THE REHABILITATION ACT OF 1973  
AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)**

It is the policy of the School Board of Broward County, Florida not to discriminate against any student with regard to access to programs, services and activities on the basis of disability. The steps below have been developed to comply with the law for resolution of individual complaints under the Section 504/ADA. The aggrieved person is not required by law to exhaust the District's grievance procedures before filing a complaint with the Office for Civil Rights.

The following steps should be followed if resolution of Section 504/ADA issues, through informal discussion with appropriate school personnel, is not achieved. All meetings, discussions, etc. should be documented. Appropriate school personnel could include administrators, teachers, counselors, ESE Specialists, Department Chairpersons, etc.

**Steps**

1. If informal discussion does not resolve the issue, you may obtain a **Grievance Filing Form** from the school administrator's office. The completed form should be submitted to the Administrator within fifteen (15) school days of the action that is the subject of the grievance.
2. Within fifteen (15) school days of receipt of the written grievance, the Administrator shall provide to you, the grievant, with a **Grievance Resolution Notice** that upholds, modifies or denies the resolution sought. Prior to sending the Grievance Resolution Notice to you, the grievant, the Administrator **must** submit this document, along with a copy of your 504/ADA Accommodation Procedures and any other pertinent information for review to:

**Director, Equal Educational Opportunities  
KCW Administration Building**

The school Administrator should allow five (5) days for the review process. The Office of Equal Educational Opportunities will then review all information the school submits to ensure 504/ADA compliance. Discussion will take place with the school administrator.

3. If you are not satisfied with the outcome of the grievance, you have the option of filing a complaint with the Office of Civil Rights.



Please describe any corrective action you wish to see taken with regard to the possible violation. You may also provide other information relevant to this grievance. (Use a separate sheet of paper, if necessary)

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Signature: Student/Parent\*/Guardian\*  
(\*if under 18 or adjudicated incompetent)

Date

Signature of Person Accepting Grievance

Date Received

*The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion, or sexual orientation.*

Copies To: Grievant/Administrator /Equal Educational Opportunities (KCW Administration Building)