

IMPORTANT NOTICE

This Grievance Resolution Notice is due back to the grievant within fifteen (15) days of receipt of the Grievance Filing Form. Prior to sending the Grievance Resolution Notice to the grievant, the Administrator **must** submit this document for review along with a copy of the 504/ADA Accommodation Procedures and any other pertinent information to:

**Director, Equal Educational Opportunities
KCW Building**

Principal should allow five (5) days for the review process.

Signature of Person Receiving Grievance Resolution Notice

Date Received

If you are not in agreement with the decision, or want further clarification, contact:

Administrator

at

School Telephone

Copies To: Administrator, Grievant, And Equal Educational Opportunities

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.