

# HERITAGE ACADEMY

## SECTION 504 COMPLAINT FORM

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Heritage Academy (the "School") expects its employees to comply with Section 504 and ADA regulations. Further, no discrimination on the basis of disability is permitted in the programs or activities that the School operates. If you believe that discrimination, harassment, or retaliation has occurred against a student (or against someone who has advocated for the student) because of a disability, please complete, sign, and submit this form to the Section 504/ADA Coordinator:

Maureen Dauwalder  
Heritage Academy Gateway  
19705 E. Germann Road  
Queen Creek, Arizona 85142  
480-461-4400  
[mdauwalder@heritageacademyaz.com](mailto:mdauwalder@heritageacademyaz.com)

Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Complainant is:  Student: \_\_\_\_\_  
 Student's parent(s): \_\_\_\_\_  
 Other: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_  
Home Work

Email Address: \_\_\_\_\_

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1. Describe the alleged violation of Section 504 and ADA in specific terms. Include
  - (1) the specific incident or activity that is viewed as discrimination;
  - (2) the individuals involved;
  - (3) dates, times, and locations involved; and
  - (4) the disability that forms the basis of the complaint (attach additional pages if needed).

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**SECTION 504 COMPLAINT FORM CONT'D**

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2. Describe any relevant communication that has already occurred to address the issue. Please specify the types of communication, dates of communication, and names of individuals with whom any communication has occurred.
3. Please describe how you would like to see this issue resolved.
4. Do you want this complaint to be formally investigated and addressed by the School's Section 504/ADA Coordinator or his/her Designee?  Yes  No. If "No" please clarify:
- I do not want a formal investigation. I am just bringing the issue to the School's attention.
- I do not want a formal investigation. I would like to speak with the School's Section 504 /ADA Coordinator regarding my Complaint.
- The School's Section 504/ADA Coordinator is the alleged wrongdoer. Another individual should be designated by the Chief Administrator of the School, or his/her designee, to conduct the investigation.
- Other (please explain):

The School's Section 504/ADA Coordinator will issue a written decision on the Complaint no later than thirty (30) school days after its filing, unless extenuating circumstances require an extension of the 30 day timeline. In such a case, the Section 504/ADA Coordinator (or her/his designee) will communicate with you concerning the need for an extension.

**PLEASE RETURN THIS FORM TO THE SCHOOL'S SECTION 504 /ADA COORDINATOR.**