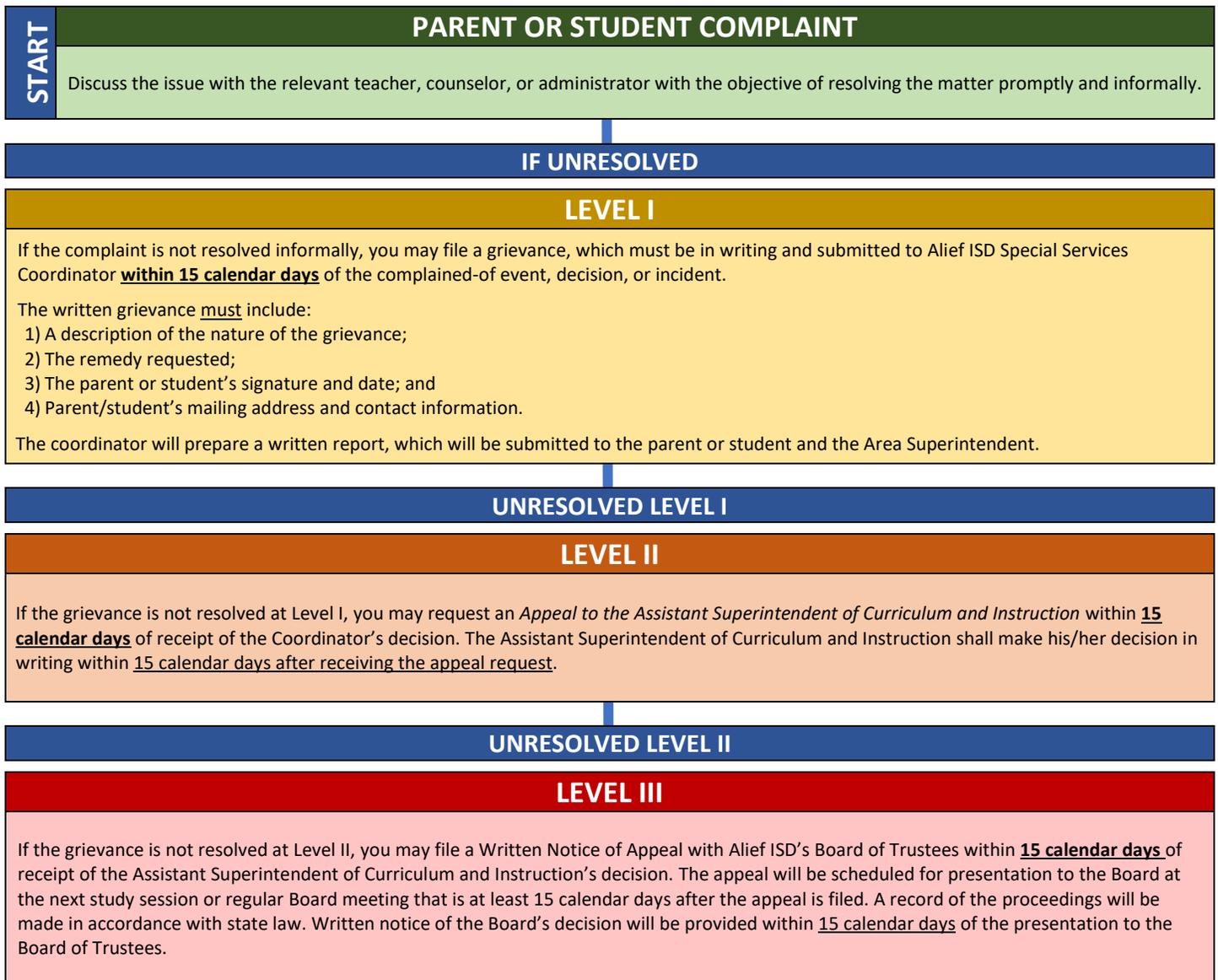


# ALIEF INDEPENDENT SCHOOL DISTRICT

## SECTION 504 GRIEVANCE PROCEDURE FLOWCHART



**NOTE:** At any time during this process, you may file: (1) a complaint with the U.S. Office of Civil Rights (OCR); and/or (2) a written request for an impartial due process hearing to address a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a student with a disability.

If you wish to contest an action taken by the §504 Committee by means of an impartial due process hearing, you must submit a written Request for Hearing to the District's §504 Coordinator at the address below within one-year of the complained-of action or decision. Due process hearings are governed by a general standard of fairness and reasonableness and conducted by an impartial person selected by AISD who is knowledgeable about the requirements of Section 504 of the Rehabilitation Act of 1973, as amended. A hearing will be scheduled as soon as practicable, on a date established by the hearing officer. Hearings are informal, and a student is entitled to have his or her parent(s) or guardian(s) participate in the hearing and to be represented by counsel at his/her own expense. A written decision will be issued by the hearing officer without undue delay following the hearing. If you disagree with the decision, you may seek review by submitting a written request to the §504 Coordinator within 15 calendar days of its receipt, and either party may obtain a review of the decision by appealing it to a court of competent jurisdiction.

**Director, Office of Civil Rights, Region IV**  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201  
Telephone: (214) 661-9600

**Section 504 Coordinator**  
4250 Cook Road  
Houston, Texas 77072  
Telephone: (281) 498-8110

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