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|--|----------------------|-------------|----------------------|
| Current Date                                     | <input type="text"/> | Your School | <input type="text"/> |
| Your Name  | <input type="text"/> | Your Phone  | - -                  |
| Your Address                                     | <input type="text"/> |             |                      |
| Person discriminated against/relationship to you | <input type="text"/> |             |                      |

Please describe your concerns and why you believe they raise an issue under Section 504. Include a description of what happened, when and where it happened, and who was involved. *(You may attach additional pages if necessary)*

Explain the steps you have already taken to resolve the issue, if any.

Describe what resolution to your concerns you would like to see.

**Please attach any documents or other information you think will help with the investigation of your complaint.**

## **Section 504 Impartial Hearing Procedures**

1. The parent requests an impartial hearing by filing a written complaint (Form No. 2162F7) with the District Section 504 Compliance Coordinator:

Kerri Helgeson Section 504/ADA Compliance Coordinator  
315 N French Ave  
Arlington, WA 98223  
Email: kerri.helgeson@asd16.org  
Phone: 360-618-6228

2. The Section 504 Compliance Coordinator arranges for an impartial Hearing Officer.
3. Either the Section 504 Compliance Coordinator or the Hearing Officer gives notice of the time and place of the hearing at least ten (10) calendar days before the hearing. Either party may request that the hearing be rescheduled.
4. The Hearing Officer holds a telephone conference with the parties to clarify the issues at least seven (7) calendar days before the hearing.
5. The parties will provide any documents or other evidence they plan to present at the hearing to the other party and the Hearing Officer at least five (5) business days before the hearing.
6. Both parties have the right to be accompanied and advised by counsel or other representative. The parents have the right to open the hearing to the public.
7. The parties will not communicate with the Hearing Officer about any issue of fact or law unless the other party has notice and opportunity to participate in the communication.
8. The parents present their arguments and evidence first, followed by the School District.
9. The hearing will be recorded by mechanical device or by a certified court reporter. The parties have the right to request a verbatim record of the hearing.
10. The Hearing Officer will issue a decision in writing within forty-five (45) calendar days after the District received the hearing request.