



**Grievance Discrimination Complaint
Section 504
Charlotte-Mecklenburg Schools (CMS)**

Any student, parent, and/or guardian who thinks there has been an incident of discrimination within Charlotte-Mecklenburg Schools based upon disability has the option of using the CMS grievance process. All complaints must be in writing and should be submitted within 30 calendar days of knowledge of the alleged incident to:

**Benjamin J. Bender
Manager, District Section 504 Compliance Program**

4421 Stuart Andrew Blvd.

Charlotte, NC 28217

Courier #835(A)

Phone: 980-343-0589; Help Desk: 980-343-0001; Fax: 980-343-3777

benjaminj.bender@cms.k12.nc.us

Complainant:

Student: _____

Parent(s)/Guardian(s): _____

Address: _____

Street, City, Zip: _____

Telephone: _____

Fully describe the discrimination based upon disability that you believe is occurring.

School or department where you believe discrimination is occurring: _____

Individual(s) involved in incident: _____

1. Describe your complaint. Include:
 - a) the specific incident or activity that is viewed as discrimination;
 - b) the individuals involved;
 - c) dates, times, and/or locations involved;
 - d) the disability that forms the basis of the complaint

2. Identify any attempts you have made to discuss or resolve this issue with CMS staff, including the names of staff members, the dates of any discussions, and/or the results of those discussions.

3. Please provide your suggestions about how this issue could be resolved.