



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

Any student, parent, and/or guardian who believes there has been an incident of discrimination against, by, or within the Charlotte-Mecklenburg Schools (CMS) based upon disability has the option of using CMS' grievance process. Submit all complaints to:

Cynthia Vines
District Homebound/Section 504 Program Manager
Charlotte-Mecklenburg Schools
4421 Stuart Andrew Blvd.
Charlotte, NC 28217
Courier #835(A)
Office Phone: 980-343-0589
Help Desk: 980-343-0001
E-mail: cynthiap.vines@cms.k12.nc.us

Complainant:

Student: _____
Parent(s)/Guardian(s): _____
Other: _____
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: _____

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.

In compliance with Federal Law, Charlotte-Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age, or disability. Inquiries regarding compliance with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities, may be referred to the District's Title IX Coordinator at titleixcoordinator@cms.k12.nc.us or at <http://www.cms.k12.nc.us/titleix>, or to the Office for Civil Rights, United States Department of Education.