



Richmond Public Schools
 Americans with Disabilities Act Office
 301 North Ninth Street, 17th Floor,
 Richmond, VA 23219
 804-780-7707; TTY Relay Center, 711

ACCESSIBILITY GRIEVANCE FORM

INSTRUCTIONS: Please print clearly or type your answers if possible. If you need help due to your disability in completing this complaint form, you may contact the RPS ADA Coordinator at (804) 780-7707 or TTY: Relay Center, 711. **Submit your complaint by mail to the ADA Coordinator, 301 North Ninth Street (City Hall), 17th Floor, Richmond, Virginia 23219.**

I. YOUR CONTACT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone Number: _____

Alternate Telephone Number: _____

Email Address (if applicable): _____

II. PROBLEM INFORMATION

Please check the box(es) next to the type of access problem you have experienced. An access problem includes having difficulty using a facility or part of a facility, or being unable to use a facility or part of a facility. **Check all of the following that apply:**

School or facility with access problems:

- | | |
|---|--|
| <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Curb Ramps | <input type="checkbox"/> Entrances |
| <input type="checkbox"/> Passenger Loading Zones | <input type="checkbox"/> Hallways |
| <input type="checkbox"/> Ramps/Lack of Ramps | <input type="checkbox"/> Cafeteria, Library, Computer Lab |
| <input type="checkbox"/> Stairs | <input type="checkbox"/> Auditorium, Other |
| <input type="checkbox"/> Handrails | <input type="checkbox"/> Playgrounds/Play Structures |
| <input type="checkbox"/> Classrooms | <input type="checkbox"/> School Buses |
| <input type="checkbox"/> Restrooms | <input type="checkbox"/> Other Off-Campus Transportation |
| <input type="checkbox"/> Drinking Fountains | <input type="checkbox"/> Field Trip Locations |
| <input type="checkbox"/> Telephones/TTYs or TTDs | <input type="checkbox"/> Extracurricular Activities |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Fire Drills/Emergency Evacuation Procedures |
| <input type="checkbox"/> Signs/Lack of Signs | <input type="checkbox"/> Elevators/Lifts |
| <input type="checkbox"/> Communication Aids (Readers, Etc.) | <input type="checkbox"/> Special Purpose Rooms |
| <input type="checkbox"/> Interpreters, Note Takers, Etc. | <input type="checkbox"/> Gymnasium, Athletic Facilities |
| <input type="checkbox"/> Other (describe below) | |

For each box checked above, describe the problem, including specific location:



Richmond Public Schools
Americans with Disabilities Act Office
301 North Ninth Street, 17th Floor,
Richmond, VA 23219
804-780-7707; TTY Relay Center, 711

ACCESSIBILITY GRIEVANCE FORM

Date(s) You Experienced Problems: _____

Where Problem(s) Occurred: _____

Responsible RPS Department (if known): _____

Program Involved (if known): _____

RPS Employees Involved (if known): _____

RPS Employees Involved (if known):

1. Name: _____

Title: _____

2. Name: _____

Title: _____

3. Name: _____

Title: _____

Witnesses (optional):

1. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone(s): _____

Email: _____

2. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone(s): _____

Email: _____

3. Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone(s): _____

Email: _____



Richmond Public Schools
Americans with Disabilities Act Office
301 North Ninth Street, 17th Floor,
Richmond, VA 23219
804-780-7707; TTY Relay Center, 711

ACCESSIBILITY GRIEVANCE FORM

III. RESOLVING YOUR COMPLAINT:

What, if any, actions did you take before now to resolve your complaint?

(NOTE: An accommodation / building modification request must first be filed prior to a grievance.)

What do you think would be a good way to resolve your complaint?

Please attach any other information you have, such as photographs and audiotapes. Please list the information you are enclosing:

NOTE

Please keep a copy of this complaint form and keep it with your records. A detailed review of this complaint will be performed by RPS personnel. If you have not heard from our office within ten (10) business days after sending your complaint, please contact us by calling: (804) 780-7707.