

**WEBSITE ACCESSIBILITY COMPLAINT/REQUEST FORM**

The Website Accessibility Complaint/Request Form may be submitted in hard copy or via email to the District's "Website Accessibility Compliance Coordinator". The Board designates the District Technology Committee Coordinator as the Website Accessibility Compliance Coordinator. Notwithstanding the above, however, a verbal complaint or grievance may be made. Any District employee who receives such a verbal complaint or grievance, is directed to immediately refer the matter to the Website Accessibility Compliance Coordinator, who shall take such steps as are necessary to reduce the Complaint/Grievance to writing.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DATE OF THE COMPLAINT:** \_\_\_\_\_

**DESCRIPTION OF THE PROBLEM ENCOUNTERED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WEB ADDRESS OR LOCATION OF THE PROBLEM PAGE:** \_\_\_\_\_

\_\_\_\_\_

**SOLUTION DESIRED:** \_\_\_\_\_

\_\_\_\_\_

**CONTACT INFORMATION IN CASE MORE DETAILS ARE NEEDED (EMAIL AND PHONE NUMBER):** \_\_\_\_\_

\_\_\_\_\_

First Reading: December 20, 2018

Second Reading: January 3, 2019

**Adopted: January 3, 2019**