

**Section 504  
Complaint Form  
Massapequa UFSD**

Complaints should be filed as soon as practicable, but no later than 30 calendar days from the date on which the alleged discrimination occurred or the person filing the complaint learned of the alleged discrimination. Section 504 information and related documents may be obtained by visiting the following website: <https://www.msd.k12.ny.us/Page/4706>. This complaint form may be mailed, emailed or personally delivered to the 504/ADA Coordinator.

Mrs. Danielle Helfand  
Section 504/ADA Compliance Officer  
Massapequa Union Free School District  
4925 Merrick Road, Massapequa, NY 11758

Dr. Jordan McCaw  
Section 504/ADA Compliance Officer  
Massapequa Union Free School District  
4925 Merrick Road, Massapequa, NY 11758

If you have questions about the procedure for filing a complaint/report, please call the 504/ADA Compliance Officer at (516) 308-5051. If unable to make the complaint in writing, students may contact a teacher, counselor, administrator or the 504/ADA Compliance Officer to assist with putting the complaint in writing. Employees may contact their supervisor or the 504/ADA Compliance Officer.

	<b>Person Making Complaint</b>	<b>Alleged Victim of Discrimination</b>
Name		
Address		
Phone Number		

Date(s), time(s), place(s) of alleged incident(s)

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Alleged perpetrators of the discrimination or harassment (names, identifiers, etc.)

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Description of each incident, by date

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Witnesses, if any (names and identifying information)

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Other relevant information

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Desired resolution - what you would like to see change as a result of the investigation

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Name of Complainant: \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Date: \_\_\_\_\_

