






SAHUARITA
UNIFIED SCHOOL
DISTRICT

**Department of
Business Services**

-  520.625.3502
-  350 W. Sahuarita Rd,
Sahuarita, AZ 85629
-  www.susd30.us

PUBLIC CONCERNS / COMPLAINTS ABOUT FACILITIES AND SERVICES

Citizens of the District who have complaints about District facilities or services may register such complaints with the site administrator.*

Required information concerning complaint:

- Name(s) of person(s) making the complaint.
- Whether the person(s) represents an individual or group.
- Whether the person(s) making the complaint has discussed the problem with the site administrator.
- A summary of the complaint and suggested solution.

Processing of complaint:*

- Level 1. The complaint shall be presented in writing, with a suggested solution, to the site administrator. Five (5) working days will be allowed for a reply.
- Level 2. If a satisfactory response is not received within five (5) working days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) working days to reply.
- Level 3. If a satisfactory response is not received within ten (10) working days, a copy of the complaint may be forwarded to the Governing Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.

*If the matters of concern are eligibility and related procedures, procedural safeguards, or provision of a free and appropriate public education, the matter may be referred at any juncture in the procedure to the appropriate compliance coordinator.

*All filed complaints will be reported directly to the ADE and/or the USDA.

Arizona Department of Education
1535 W. Jefferson Street
Phoenix, Az.85007
800-352-4558

U.S Department of Agriculture
1400 Independence Ave.
Washington, D.C. 20250
866-632-9992

To file a program complaint of discrimination, complete the USDA program discrimination complaint form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and/or at any USDA office. In addition, a letter addressed to USDA with all the information requested on the form is acceptable.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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| <p>1-Mail:
USDA
Office of Assistant Secretary
for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410</p> | <p>2-Fax:
202-690-7442</p> | <p>3-Email:
program.intake@usda.gov</p> |
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*We will work as a
team to help every
student succeed.*

This institution is an equal opportunity provider.