Americans with Disabilities Act Title II
Grievance Procedure Notice

Under Title II of the Americans with Disabilities Act (ADA) the Highlands Ranch Metro District (HRMD) is required to make its facilities, services and programs accessible to people with disabilities and in compliance with the ADA.

If you feel that you have not been able to access HRMD facilities, services or programs because of an accessibility issue, or have been discriminated against based on your disability, please call Carrie Ward at 720-240-5950 or fill out the ADA Grievance Form, which is below, and submit the completed form to:

Carrie Ward, ADA Coordinator
cward@highlandsranch.org
Highlands Ranch Metro District
3280 Redstone Park Circle
Highlands Ranch, CO 80129

Your complaint will be investigated and you will be contacted with the results, or how to further proceed. This form and process are designed to provide you with the opportunity to quickly and effectively resolve any issues as they relate to the ADA and the Highlands Ranch Metro District.
Title II of the Americans with Disabilities Act
Grievance Complaint Form

Instructions: Fill out completely, sign and return original with signature to:
Carrie Ward, ADA Coordinator
3280 Redstone Park Circle
Highlands Ranch, CO 80126

Your Name (complainant): ________________________________________________________________

Address: ____________________________________________________________________________

Phone Numbers: Home: ___________ Cell: ___________ Work: ________________

E-mail address: ______________________________________________________________________

Reason for grievance/complaint. Please be specific and provide as much information as possible
including location, date, time, names, etc.

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Your signature: ________________________________ Date: __________________________

If you have questions about this form or need an accommodation or different format, please contact
Carrie Ward, ADA Coordinator, at 720-240-5950.