

# TOWN OF HIGHLAND PARK, TEXAS

## TITLE II ADA GRIEVANCE FORM

---

*The Town of Highland Park ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact Allison Keene, ADA/504 Coordinator, at 214-559-9332, or 214-521-4161.*

**Instructions: Please complete and sign the form and email or mail it to the Town within 60 calendar days of any incident to:**

**ADA/504 Coordinator – Allison Keene**

*Physical address:*

Allison Keene, ADA/504 Coordinator  
HR Coordinator  
4700 Drexel Drive  
Highland Park, TX 75205

Phone: 214-559-9332  
Email: akeene@hptx.org

---

**1. Type of Grievance (check all that apply):**

Accommodation Request

Program/Service

Facility Accessibility

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CONTACT INFORMATION

**2. Reporting Individual:**

Full Name:
Address:
City, State, Zip code:
Phone:
Alternate Phone:
Email:

**3. Authorized Representative of Reporting Individual (if any):**

Full Name:
Address:
City, State, Zip code:
Phone:
Alternate Phone:
Email:

**DETAILS OF COMPLAINT / INCIDENT**

**4. Date/Time of Incident:** \_\_\_\_\_

**5. Department/Facility/Location Involved:**

**6. Describe the incident/complaint with enough detail so the nature of the grievance can be understood. Add additional pages if necessary:**

**7. Have attempts been made to resolve the complaint through a Town Department? If yes, please describe the efforts that have been made.**

**8. Remedy Sought. What action do you want taken?**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attach additional pages as necessary. If you need assistance, require an accessible format, or have questions about this form, please contact the Town's ADA/504 Coordinator at:

*Physical address:*

Allison Keene, ADA/504 Coordinator  
HR Coordinator  
4700 Drexel Drive  
Highland Park, TX 75205

Phone: 214-559-9332  
Email: akeene@hptx.org

Office Use Only

Date Complaint Opened:

Date Complaint Closed: