



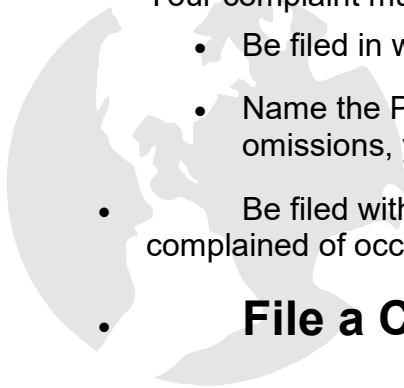
Pathways Private School

Updated July 1, 2024

How to File a Civil Rights Complaint Complaint Requirements

Your complaint must:

- Be filed in writing by mail, fax, or e-mail.
- Name the Pathways School employee involved, and describe the acts or omissions, you believe violated civil rights laws or regulations.
- Be filed within 180 days of when you knew that the act or omission complained of occurred.



• **File a Civil Rights Complaint Online**

Submit to mipathways@aol.com. or by fax at 407.816.2080.

Complete as much information as possible, including:

- Information about you, the complainant
- Details of the complaint
- Any additional information that might help Pathways School when reviewing your complaint

If you prefer, you may submit a written complaint in your own format by either:

- Mail to
Pathways School, 1877 W. Oak Ridge Rd., Orlando, FL 32809



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Be sure to include:

- Your name
- Full address
- Telephone numbers (include area code)
- E-mail address (if available)
- Name, full address and telephone number of the person, agency or organization you believe discriminated against you
- A brief description of what happened, including how, why, and when you believe your (or someone else's) civil rights were violated
- Any other relevant information
- Your signature and date of complaint
- The name of the person on whose behalf you are filing if you are filing a complaint for someone else

You may also include:

- Any special accommodations for us to communicate with you about this complaint
- Contact information for someone who can help us reach you if we cannot reach you directly
- If you have filed your complaint somewhere else and where you've filed

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