



**Coppell ISD ADA Concern & Informal Resolution Form**

*\*This is not a grievance; formal complaints & grievances should be submitted through the Grievance process in alignment with Board Policy FNG(Local). This process is found on the CISD website (www.coppellisd.com).*

Coppell ISD is committed to making the learning environment accessible for all students, staff and visitors.

**Instructions:**

Concerns should be submitted within 15-days of an incident. Please submit this form to the Coppell ISD ADA Coordinator.

Stephanie Flores, ADA Coordinator  
Coppell ISD  
200 S. Denton Tap Road  
Coppell, Texas 75019  
sflores@coppellisd.com

Today's Date: \_\_\_\_\_ Date Concern Occurred: \_\_\_\_\_

Type of Concern:

- \_\_\_ Accommodation Request
- \_\_\_ Program/Service
- \_\_\_ Facility Accessibility
- \_\_\_ Website or App Accessibility
- \_\_\_ Other: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Student(s) Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Campus: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have an authorized representative? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, complete representation information below.

Name of Representative: \_\_\_\_\_

Organization or Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

