

## Written Notification of Decision

**This form is to be completed by the school when a disagreement arises between the school and a parent, guardian, or unaccompanied youth over McKinney-Vento eligibility, school selection, or enrollment in a school.**

Date: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Title of person completing form: \_\_\_\_\_

Name of school: \_\_\_\_\_

In compliance with 42 U.S. C. § 11432(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Name of Parent(s)/Guardian(s): \_\_\_\_\_

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

After reviewing your request regarding eligibility, or school selection or enrollment in a school for the student(s) listed above, the request is denied. This determination was based upon:

You have the right to appeal this decision by completing the second page of this form or by contacting the school district's local homeless education liaison.

Name of local liaison: \_\_\_\_\_

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

In addition:

- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school. You may use the form attached to this notification.
  - You may contact the State Coordinator for Homeless Education if further help is needed or desired. Contact information for the State Coordinator: *You may seek the assistance of advocates or an attorney. A copy of our state's dispute resolution process for students experiencing homelessness is attached.*

## Written Notification of Decision

**To be completed by the parent, guardian, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison as an alternative to completing this form.**

Date: \_\_\_\_\_

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

Person completing form: \_\_\_\_\_

Relation to student(s): \_\_\_\_\_

I may be contacted at (phone or e-mail): \_\_\_\_\_

I wish to appeal the enrollment decision made by: \_\_\_\_\_

Name of School: \_\_\_\_\_

I have been provided with (please check all that apply):

\_\_\_\_\_ A written explanation of the school's decision.

\_\_\_\_\_ The contact information of the school district's local homeless education liaison.

\_\_\_\_\_ A copy of the state's dispute resolution process for students experiencing homelessness.

Optional: You may include a written explanation in the space below to support your appeal or you may provide your explanation verbally.

The school provided me with a copy of this form when I submitted it. \_\_\_\_\_  
(Please initial.)

## Appendix 8.B Dispute Review Guide

Case:  
 Date Initiated:  
 Date Resolved:  
 Summary of Dispute:  
 Resolution:

| Before  |   |                |                        |
|---|---|----------------|------------------------|
| Issue   | ✓ | What Went Well | What Needs Improvement |
| All school and LEA staff were trained on the McKinney-Vento Act.  |   |                |                        |
| The local homeless liaison was familiar with the State and local homeless dispute resolution policy.                                      |   |                |                        |
| All school and LEA staff were trained on what is required when a parent, guardian, or unaccompanied youth initiates a dispute.            |   |                |                        |
| Timelines were clear and reasonable.  |   |                |                        |
| The written notice was reviewed for appropriateness.  |   |                |                        |
| School and LEA staff were trained in ways to diffuse disagreements and to treat parents, guardians, and unaccompanied youth respectfully. |   |                |                        |
| The local liaison implemented the dispute process according to LEA and SEA policies.  |   |                |                        |

| During   |   |                |                        |
|--|---|----------------|------------------------|
| Issue  | ✓ | What Went Well | What Needs Improvement |
| Parent, guardian, or unaccompanied youth was provided written notice of the LEA's decision.  |   |                |                        |
| Local homeless liaison or school staff explained the dispute process.  |   |                |                        |
| Local homeless liaison ensured that parent or guardian was able to meet deadlines or was provided assistance or flexibility, and addressed other barriers for the parent to implement the process. |   |                |                        |
| Parent or guardian was referred to advocate or attorney for assistance.  |   |                |                        |
| Local homeless liaison assisted unaccompanied youth with the process.  |   |                |                        |
| School immediately enrolled student in the school where enrollment was sought and provided full services.  |   |                |                        |
| Local liaison obtained information and documentation in appropriate ways.  |   |                |                        |
| Local liaison compiled sufficient information and documents for the State Coordinator or other third parties.  |   |                |                        |
| All necessary parties were apprised of the resolution and their role in its implementation.  |   |                |                        |
| If the dispute was not found in the parent, guardian, or unaccompanied youth's favor, the local liaison discussed the outcome with and worked with the   |   |                |                        |

|  |  |  |  |
|--|--|--|--|
| complainant on strategies to implement the solution while keeping the best interest of the child at the forefront. |  |  |  |
|--|--|--|--|

| After   |   |                |                        |
|---|---|----------------|------------------------|
| Issue   | ✓ | What Went Well | What Needs Improvement |
| The local liaison reviewed the case with all parties involved at the LEA and SEA level for lessons learned. |   |                |                        |
| Appropriate changes in procedures and policies were implemented.  |   |                |                        |
| School and LEA staff received further training as needed.   |   |                |                        |

Dispute Policy Improvement Action Plan

| What Needs to be Done | Person Responsible | Deadline |
|-----------------------|--------------------|----------|
|                       |                    |          |
|                       |                    |          |
|                       |                    |          |
|                       |                    |          |
|                       |                    |          |