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**Dispute Resolution Procedure**

This document contains the requirements for the local McKinney-Vento dispute resolution procedure, as well as a model procedure that a district can customize. Additionally, there are two templates. One is for written notification of district decisions regarding McKinney-Vento eligibility, school selection or enrollment. Another is a template for the appeal of a district decision. Districts should consult with its legal counsel and customize the model procedure as needed. This procedure should be placed on district letterhead.

**Requirements for Local Dispute Resolution Procedure**

While the included model dispute resolution procedure contains several elements that are strongly encouraged in a district procedure, districts must include these items in its dispute resolution procedure when addressing disputes under the McKinney-Vento Act regarding eligibility, school selection or enrollment:

1) If a dispute arises over eligibility, school selection or enrollment, the district or school immediately must enroll the child/unaccompanied youth in the school in which he or she is seeking enrollment, pending resolution of the dispute, which includes all available appeals. See USC 1143(g)(3)(E)(i); PL 107-110, Section 722(g)(3)(E)(iv). The definition of enrollment as used above is "attending classes and participating fully in school activities."

2) Upon determination of eligibility, enrollment or school selection, the district must provide a written explanation of any decisions to parents, guardians or unaccompanied youth. This explanation must include the rights of the parent, guardian or unaccompanied youth to appeal such decisions.

3) The parent, guardian or unaccompanied youth will be referred to the designated local liaison. The liaison will carry out the dispute resolution process as quickly as possible after receiving notice of the dispute.

**Local Dispute Resolution Model Procedure**

The Arkansas Department of Education recommends the following considerations and actions for a district to take when addressing a dispute regarding eligibility, school selection or enrollment under the McKinney-Vento Act. The model procedure below meets requirements for the local dispute resolution procedure presented in the McKinney-Vento Act through practical actions. A district should adapt this model procedure, in consultation with its legal counsel, and place it on district letterhead.

Steps for addressing disputes regarding eligibility, school selection or enrollment:

1) If a dispute arises over eligibility, school selection or enrollment, [DISTRICT] will immediately enroll the child/unaccompanied youth in the school in which he/she is seeking enrollment, pending resolution of the dispute, including all appeals. [PL 107-110, Section 722(g)(3)(E)(i),(iv)]. The Act defines enrollment as "attending classes and participating fully in school activities."

2) [DISTRICT] staff will refer the student, parent or guardian to the [DISTRICT] local liaison who will initiate the dispute resolution process as quickly as possible. The local liaison will make sure that the district follows the dispute resolution process. The liaison also must ensure that unaccompanied youth receive the same rights to appeal a district’s eligibility, school selection or enrollment decision as parents and guardians. The role of the [DISTRICT] local liaison is to assist the student, parent or guardian through the duration of the dispute resolution process. The process will be open and transparent among those involved.

3) Upon determination of eligibility, enrollment or school selection, [DISTRICT] will provide a written explanation of any decisions made to parents, guardians or unaccompanied youth. The written explanation will be easy to understand and free of jargon. When appropriate, the [DISTRICT] will translate the decision into the recipient’s dominant language. At a minimum, the written explanation of how the district reached its decision regarding eligibility, school selection or enrollment will include:

• A description of the action that the district proposed or refused;

• An explanation of why the district proposed or refused the action;

• A description of any other options the district considered;

• The reasons why the district rejected any other options;

• A description of any other factors relevant to the district’s decision and information related to the eligibility or best interest determination.

This includes the facts, witnesses and evidence relied upon and their sources;

• Appropriate timelines to ensure any relevant deadlines are met;

• Contact information for the [DISTRICT] local liaison and state homeless education coordinator and a brief description of their roles; and

• Notice to the recipient of their right to file an appeal, including step-by-step instructions of how to file an appeal.

\*Addendum 1 provides a template for the written notification of a decision.

4) The student, parent or guardian has the right to appeal any district determination of eligibility, school selection or enrollment. [DISTRICT] local liaison will guide the student, parent or guardian through the entire dispute resolution process. The liaison will assist in both the local and state-level appeals process, if necessary. This includes recording evidence that will be used to write an appeal if a parent, guardian or unaccompanied youth cannot do so by him or herself and providing access to school materials, such as copiers and fax machines. Addendum 2 provides a template for the written appeal of the district’s eligibility, school selection or enrollment decision.

5) Following an appeal at the local level, if the student, parent or guardian still disagrees with the determination, they may appeal to the Arkansas Department of Education. [DISTRICT] local liaison will forward all written documentation and related documents to the state coordinator for Homeless Education at the Arkansas Department of Education. It is strongly encouraged that when appealing to the Department Addendum 2 is used to capture all relevant information. Upon receipt of any requested documentation, the state coordinator for Homeless Education will investigate the dispute and request applicable documentation. The Arkansas Department of Education will make a decision within 15 school days from the receipt of all necessary materials. The Department will provide the final decision to the district superintendent, building principal, local liaison, and parent, guardian or unaccompanied youth. All parties must immediately adhere to the final determination.

\*Addendum 1

**[District’s] Written Notification of Eligibility, School Selection or Enrollment Decision**

In compliance with 42 U.S.C. § 11432(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, [DISTRICT] is providing its written decision to:

Parent**/**Guardian**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student(s):

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

**Please have parent/guardian sign and date below to indicate that they have received a copy of this form.**

Parent/Guardian Signature Date

* + You have the right to appeal this decision by completing the attached Dispute Resolution Form or provide your explanation verbally to the district’s Homeless Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Resolution by the Homeless Liaison will be made within 5 business days of receipt of Dispute Resolution Form.
  + If the matter is not resolved at that level, the Superintendent shall issue the District’s decision within 7 business days of the second dispute by parent/guardian.
  + If the matter is not resolved at that level, the parent/guardian may appeal this decision by contacting the Arkansas Department of Education Homeless Education Coordinator (see contact information below).
* The student listed above has the right to enroll immediately in the requested school, including full participation in all school activities pending resolution of the dispute.
* You may contact the state coordinator if further help is needed:

State Coordinator for Homeless Education

Arkansas Department of Education

Office – 501-683-5428

FAX – 501-682-5136

* You may seek the assistance of advocates or attorneys.

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

***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:***

***Name and Title of Person Completing Form:***

**Division of Elementary & Secondary Education**

**Dispute Resolution Process Checklist**

Before filing an appeal with the Division of Elementary & Secondary Education (DESE) have you:

1) Completed your district’s entire local dispute resolution procedures; and

2) Worked with your district or local homeless liaison in completing both the local and state dispute resolution process. Your local liaison should be able to provide you with relevant information to guide you through the state-level dispute resolution process. Assistance may include a list of legal and advocacy service providers, providing the contact information for the state coordinator for Homeless Education, recording the family’s experience and preparing the appeal on your behalf.

The following is a list of steps to follow when filing an appeal with the Division of Elementary & Secondary Education:

1) The parent or unaccompanied youth who received the decision or the local liaison shall send the appeal to the state coordinator for Homeless Education at DESE. Once an appeal is sent, the local liaison should follow up with a phone call to the state homeless coordinator.

2) The state coordinator for Homeless Education will investigate the complaint, which may include contacting those involved for additional information. After gathering the necessary information, the state coordinator for Homeless Education will present the evidence to the DESE.

3) DESE will make a decision within 15 school days. DESE will provide the final decision to the district superintendent, building principal, local liaison, and parent, guardian or unaccompanied youth. The letter communicating the decision will be easy to understand and, translated to the family’s dominant language. **DESE’s determination is final and all parties shall adhere to it.**

\*Addendum 2

**DISPUTE RESOLUTION FORM**

**This form is to be completed by the parent/guardian or unaccompanied youth when a dispute arises over school enrollment. The information may be shared verbally with the Homeless Liaison instead of completing this form. The Homeless Liaison can be contacted at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

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

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have been provided with a written explanation of the school’s decision (check one): Yes No\_\_\_\_\_\_\_\_\_\_\_\_

You may include a written explanation to support your appeal in this space, or you may provide your explanation verbally.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents, guardians and youth have the following rights:

• You have the right to appeal this decision by completing the appeal form or by contacting your school district’s local homeless education liaison.

• The student listed above has the right to enroll immediately or remain enrolled in the requested school pending the resolution of this dispute.

• You may provide written or verbal communication(s) to support your position regarding the student’s enrollment in the requested school.

• You may seek the assistance of advocates or an attorney.

• You may contact the state coordinator for Homeless Education if further help is needed or desired. A copy of our state’s dispute resolution process for students in transition is attached. The state coordinator is: **DANA DAVIS**

Please check the boxes below to confirm that you understand that you are entitled to the following:

 I know that I may contact the Division of Elementary & Secondary Education’s Homeless Education Coordinator: Dana Davis, State Homeless Education Coordinator Phone: (501) 683-5428 Fax: (501) 682-5136 Email: dana.davis@ade.arkansas.gov

 I know that I may seek the assistance of advocates or attorneys.

 I want a copy of this written notice of appeal of school enrollment forwarded to: State Homeless Education Coordinator: Dana Davis, State Homeless Education Coordinator Phone: (501) 683-5428 Fax: (501) 682-5136 Email: dana.davis@ade.arkansas.gov

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Relationship to student (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_