



McKinney-Vento Dispute Resolution Process



The McKinney-Vento Homeless Assistance Act (also referred to as the Act or the McKinney-Vento Act) acknowledges that disputes may arise between the school district and homeless students and their parents, or unaccompanied youth, when the district seeks to place a student in a school other than the school of origin or the school requested by the parent or unaccompanied youth. The Act includes dispute resolution among the required duties of the local education agency (LEA) liaison. The Washington State Office of Superintendent of Public Instruction (OSPI) has developed a dispute resolution process as required by the McKinney-Vento Act. Disputes related to the school placement and enrollment of homeless children and youths shall be resolved within the parameters of the federal McKinney-Vento Act. The following steps shall be followed:

Level I Dispute: The parent or unaccompanied youth must file a request for dispute resolution with the Spokane Public School liaison by submitting the attached form within **fifteen (15) business days** of receiving notification. The form may be submitted directly to the liaison or to the school where the dispute is taking place. The liaison must make a determination within **five (5) business days** of receipt of the form. The liaison must then provide the determination, in writing, to the parent or unaccompanied youth. If the parent or unaccompanied youth wishes to appeal a Level I decision, they have the right to go to Level II.

Level II Dispute: Upon receipt of the Level I written determination, the parent or unaccompanied youth may appeal the decision by submitting the written appeal form provide at the time of the Level I determination to the Spokane Public Schools superintendent/designee within **ten (10) business days**. The superintendent/designee is to then arrange within **five (5) business days** for a personal conference with the parent or unaccompanied youth. This conference should happen as quickly as possible. The superintendent/designee will provide a written determination within **five (5) business days** of the personal conference. If the parent or unaccompanied youth wishes to appeal a Level II decision, they have the right to go to Level III.

Level III Dispute: Upon receipt of the Level II written determination, the parent or unaccompanied youth may appeal the decision by notifying the Spokane Public School liaison within **ten (10) business days** after receipt of written notification of Level II decision. The district will then provide the Office of Superintendent of Public Instruction (OSPI) homeless education coordinator all written documentation and related paperwork within **five (5) business days** for a review. A final decision will be made within **fifteen (15) business days** of receipt of the completed packet. The decision made by OSPI shall be the final resolution.

The dispute resolution process for the school placement of homeless children and youths shall not be used in an effort to circumvent or supersede any part of the federal McKinney-Vento Act. The student listed on this notice has the right to enroll immediately (or remain enrolled) in the school requested by the parent, guardian, caretaker or unaccompanied youth pending the resolution of the dispute.

Spokane Public Schools Homeless Liaison
Sarah Miller
200 North Bernard
Spokane, WA 99202
Phone Number: **509-354-7305**

WA State Homeless Education Coordinator - OSPI
Melinda Dyer
P.O. Box 47200
Olympia, WA 98504
Phone Number: **360-725-6050**



Notice of Enrollment Decision



Date: _____

Name and title of person completing form: _____

Name of Parent(s)/Guardian(s): _____

Name of Student: _____ School requested: _____

After review, your request to enroll/place the above named student(s) is _____

This determination was based upon: _____

You have the right to appeal this decision within **fifteen (15) business days** of receiving notification by completing the second copy of this notice and submitting it to the HEART program or to the school; or by contacting the school district's homeless education liaison.

Dispute Resolution Notification

Date: _____

Person completing form: _____

Relation to student(s): _____

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

Written explanation of your appeal (continue explanation on back of this form if needed):



Notice of Enrollment Decision



Date: _____

Name and title of person completing form: _____

Name of Parent(s)/Guardian(s): _____

Name of Student: _____ School requested: _____

After review, your request to enroll/place the above named student(s) is _____

This determination was based upon: _____

You have the right to appeal this decision within **fifteen (15) business days** of receiving notification by completing the second copy of this notice and submitting it to the HEART program or to the school; or by contacting the school district’s homeless education liaison.

Dispute Resolution Notification

Date: _____

Person completing form: _____

Relation to student(s): _____

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

Written explanation of your appeal (continue explanation on back of this form if needed):



Receipt of Dispute Resolution Information



Date: _____

I, _____, am the parent, guardian, or youth attempting to enroll my child or myself in school at _____.

I have received the determination and explanation of this placement. This explanation included:

1. Contact information for the district's Homeless Liaison
2. Contact information for the Office of Superintendent of Public Instruction (OSPI)'s Homeless Education Coordinator
3. A copy of the dispute resolution process and directions on how to proceed with the process
4. Paperwork to complete if I wish to dispute the district's decision

I understand that the school district will ensure that my child/ I will attend and fully participate in the school where enrollment is sought while the dispute process is carried out.

Parent/Guardian/Youth Signature

Date

School District Representative

Date