
Pelham City Schools
Education of Homeless Children and Youth
District-Level Dispute Resolution Process Policy

The *Every Student Succeeds Act* and, *McKinney-Vento Homeless Assistance Act* acknowledges that disputes may arise between the school district and homeless students/parents/guardians when the student is denied enrollment in school or is placed in a school other than the one requested by students/parents/guardians. The purpose of the *McKinney-Vento Homeless Assistance Act* is to ensure that homeless students enroll in school immediately and continue their education with as little disruption as possible. The Allen Parish School District dispute resolution process follows the guidelines set forth in the *McKinney-Vento Homeless Assistance Act*. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions from Every Student Succeeds Act and the McKinney Vento Homeless Assistance Act.

The following process will be used in a case where a dispute occurs regarding the education of a homeless child or youth.

Dispute Resolution Process

If a dispute arises over school selection or enrollment, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending the resolution of the dispute (five days). The dispute process may be initiated by the parent/guardian, unaccompanied youth, principal or other school officials. At this time, the registrar must provide the student/parent/guardian with a copy of the District-Level Dispute Resolution Process Policy.

The parent/guardian or unaccompanied youth must also be:

1. referred to the Homeless Liaison,
2. provided a written explanation of the school's decision to deny enrollment or school selection (**Form 1**),
3. informed of their right to dispute the school decision (**Form 2**), and
4. provided with Pelham City Schools McKinney Vento Homeless Plan

The child, parent, guardian, or other accompanying adult who wishes to appeal an adverse decision must start the appeal process by submitting a request for dispute resolution to the District Homeless Liaison. (**Form 2**) Upon submission of a request for dispute resolution, the Liaison will:

1. Confirm that the child has received the opportunity to immediately enroll in the district school in which enrollment is sought, pending resolution of the appeal; and
2. Expeditiously resolve the appeal according to the following dispute resolution procedures:

- A. The Liaison will set up an appointment with the person initiating the dispute within five (5) working days of receiving the notice of dispute. The Liaison will listen to the person's account of the problem, review information from the school, and consider the law and what factors impact the best interest of the child.
- B. The Liaison will provide within five (5) working days:
- i. A written explanation of the decision regarding school selection or enrollment (**Form 3**); and
 - ii. Notice of the right to appeal the Liaison's decision to the State Homeless Education Coordinator, and the form with which to initiate such appeal. (**Form 4**)

If the district's Homeless Liaison denies a school selection or enrollment request that is based upon the rights of the child under the McKinney-Vento Act, the Liaison will provide to the child, parent, guardian, or other accompanying adult, in writing, the reason for the decision and notice that the decision may be appealed. This notice will advise the child, parent, guardian, or other accompanying adult that the child will be immediately admitted to the school in which enrollment is sought and transportation will be provided, pending resolution of the appeal.

For further information on the McKinney-Vento Act and resources for implementation, call the NCHE HelpLine at 800-308-2145 or e-mail homeless@serve.org

Local Contact Information:

Floyd Collins, Operations Director
Sevim Whitaker, Federal Programs Coordinator
Pelham City Schools
3113 Cummings Street
Pelham, AL, 35124



Pelham City Schools

3113 Cummings Street
Pelham, AL, 35124
(205) 624-3700

Form 1

Pelham City Schools Education of Homeless Children and Youth Written Notification of Enrollment Decision by School

This form is to be completed **by the Principal** when an enrollment request is denied.

Date: _____

Person completing form: _____ Job Title: _____

School from which student is being denied enrollment: _____

In compliance with Section 722(g)(3)(E) of the *McKinney-Vento Homeless Education Assistance Act of 2001*, the following written notification is provided to:

Parent or Guardian: _____

Student(s): _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied based upon the following: - _____

- I have provided a copy of our district's **Dispute Resolution Process Policy** concerning enrollment for students experiencing homelessness.
- I have provided a copy of **Form 2 – Request for District-Level Dispute Resolution**.

(Principal's Signature) Phone #: _____

School Address: _____

You have the right to appeal this decision by completing the attached appeal form (**Form 2**) (or) by contacting the Pelham City Schools Homeless Liaison:

Floyd Collins, Operations Director
Sevim Whitaker Federal Programs Coordinator
3113 Cummings Street
Pelham, Al. 35124
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Form 2

Education of Homeless Children and Youth Request for District-Level Dispute Resolution

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth to appeal the decision of the school when an enrollment request is denied. It should be forwarded to the District Homeless Liaison within 24 hours.

Date Submitted: _____

*Person Initiating Dispute: *(please print)*: _____

Contact Information: _____

Relationship to Student(s): _____

Student(s): _____

School: _____

Date Student was denied enrollment: _____

I wish to appeal the enrollment decision made by the school.

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

A written explanation of the school's decision **(Form 1)**. *(Please submit a copy of Form 1.)*

Contact information for the district Homeless Liaison. Please return this completed form to:

Floyd Collins, Operations Director
Sevim Whitaker Federal Programs Coordinator
Pelham City Schools
3113 Cummings Street
Pelham, AL, 35124
205 624-3700

A copy of the District-Level Dispute Resolution Process Policy concerning enrollment for students experiencing homelessness.

I have included a written explanation to support my appeal. *(Optional)*

(Signature of Person Completing Form)

Phone #: _____

To be completed by the Homeless Liaison

* Was the dispute resolved? Yes No Date: _____

* See District Resolution of Complaint Form



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Form 3

Pelham City Schools Education of Homeless Children and Youth District Resolution of Complaint

This form is to be completed by the District Homeless Liaison to outline for the parent, guardian, caretaker, or unaccompanied youth what action was taken to resolve the complaint made against the school for denying enrollment. A copy should be provided to the person initiating the dispute and to the school in question within 5 days of receipt of complaint.

Date: _____

*Person Initiating Dispute: _____

Student Name(s) _____

School Name: _____

District Action on Complaint

Action taken within _____ days after receiving notice of the complaint.

Did the Homeless Liaison resolve this dispute? Yes No

If the dispute was resolved, describe the actions taken by the Homeless Liaison to resolve the dispute to the satisfaction of the parent/guardian:

If the dispute was *not* resolved to the satisfaction of the parent/guardian, provide the date that the District Homeless Liaison convened a meeting of the parties and briefly describe the outcome of this meeting:

(Signature of Homeless Liaison)

Notice to Appeal

You have the right to appeal the decision of the District Homeless Liaison using Form 4. The student will be immediately admitted to the school in which enrollment is sought and transportation will be provided pending resolution of the appeal.



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Alabama Department of Education State-Level Letter of Appeal

Form 4

Date:
Alabama Department of Education Homeless Coordinator
Federal Programs
Montgomery, Alabama 36130-2101

Re: Homeless Dispute for Pelham City Schools

Dear State Homeless Coordinator:

My name is _____ . My child(ren) attend school at

(Please print)

_____ in Pelham, Alabama.

(Name of School)

I need your help with the following problem(s). I have checked the box that fits my situation. I have included a brief statement in the space provided.

The School District would not enroll my child (children).

Child(ren) couldn't begin school because they didn't have all their medical and/or school records.

Child(ren) not permitted to stay in their current school.

Special Education testing/placement services were denied or unavailable.

School District will not provide transportation to stay in the current school.

Other _____

I have written *on the reverse side* what has already been done to help me. (Optional)

Please call me at (205) _____, or at () _____.

Or, you can write to me at: _____

Parent / Guardian Signature