

## **DISPUTE RESOLUTION PROCESS – NOTICE TO PARENTS**

1. In the event of a dispute, the student must be immediately enrolled in the school of origin or the school of residence in which he/she is seeking enrollment, pending resolution of the dispute.
2. The parent/guardian or unaccompanied homeless youth shall be provided with the Written Notification of the Enrollment Decision as well as a Dispute Resolution Form. This form must be completed by the parent/ guardian or unaccompanied homeless youth and returned to the *NAME OF LEA* Homeless Liaison to facilitate the dispute resolution process.
3. A copy of the completed form shall be provided to the parents, guardian or unaccompanied homeless youth for their records and be informed that:
  - they can provide oral or written documentation to support their positions about school selection or enrollment.
  - they can seek the assistance of social services, advocates and/or service providers in the dispute process.
4. *THE LEA SHOULD OUTLINE THE DECISION STEPS AND TIMELINES [usually five (5) working days] DELINEATED IN THEIR HOMELESS POLICY.*
5. A copy of the outcome shall be provided to the parents/guardians or unaccompanied homeless youth for their records, even when the dispute is resolved satisfactorily.
6. If the dispute remains unresolved or the parent/guardian or unaccompanied homeless youth is not satisfied with the decision of *NAME OF LEA*, an appeal may be filed within five (5) working days with:

Los Angeles County Office of Education (LACOE)  
Division of Student Support Services  
c/o Los Angeles County Homeless Liaison  
9300 Imperial Highway, Downey, California 90242  
(562) 401-5397
7. The *NAME OF LEA* Homeless Liaison will forward all written documentation and related paperwork to the County Homeless Liaison at LACOE. The LACOE Homeless Liaison will review these materials and determine the eligibility, school selection or enrollment decision. The LACOE homeless liaison will notify the parent, guardian or unaccompanied youth as well as the *NAME OF LEA* of the decision within five (5) working days.
8. If the dispute remains unresolved or the parent/guardian or unaccompanied homeless youth is not satisfied with the decision of the LACOE Homeless Liaison, an appeal may be filed within five (5) working days with:

The California Department of Education  
c/o Homeless State Coordinator  
1430 N Street, 6th floor, suite 6208  
Sacramento, CA 95814  
(916) 319-0383

*PLACE ON LETTERHEAD*

9. The LACOE Homeless Liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator upon notification of the continued appeal.
10. Upon the review of the LEA, the LACOE, and parent information, the CDE will notify the parent/guardian or unaccompanied homeless youth of the final school selection or enrollment decision *within 10 business days*. This is the final level of the appeal process.

SAMPLE

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## WRITTEN NOTIFICATION OF ENROLLMENT DECISION

Date: \_\_\_\_\_ *NAME OF LEA OR SCHOOL:* \_\_\_\_\_

Person completing the form: \_\_\_\_\_ Title: \_\_\_\_\_

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2015, 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. This determination was based upon:

You can use this form and/or attach a letter.

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

You have the right to appeal this decision. You may provide additional documentation to support your case. Please complete the accompanying Dispute Resolution form and contact:

***NAME OF LEA HOMELESS LIAISON AND CONTACT INFORMATION***

Please note:

- The student(s) has the right to immediately enroll in the requested school of origin or school of residence pending resolution of the dispute.
- The parent/guardian or unaccompanied homeless youth may provide written or oral information to support the request for continuation at the school or origin or to attend the school of origin.
- The Enrollment Dispute Resolution process is attached.

PLACE ON LETTERHEAD

## ENROLLMENT DISPUTE FORM

**Instructions:** This form is to be completed by a parent or guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the **LEA's** liaison for homeless students.

Student's name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Parent/Guardian Name: \_\_\_\_\_

Relation to the student: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Message Phone: \_\_\_\_\_

I wish to appeal the enrollment decision made by:

\_\_\_\_\_ Principal \_\_\_\_\_ **LEA** liaison \_\_\_\_\_ County liaison

**Reason for the appeal:** You may include an explanation to support your appeal in this space or provide your explanation verbally. Attach additional paper as necessary.

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Please supply copies of any written documents that may be relevant to your complaint.

I have been provided with:

- \_\_\_\_\_ A written explanation of the **NAME OF LEA'S** decision  
\_\_\_\_\_ Copy of the **NAME OF LEA'S** Dispute Resolution Process  
\_\_\_\_\_ Contact information for the **NAME OF LEA'S** Homeless Liaison and the County Office of Education's Homeless Liaison

I certify that the foregoing is true and correct:

\_\_\_\_\_  
Parent/guardian or unaccompanied homeless youth Signature

\_\_\_\_\_  
Date

Mail or fax form to: **NAME AND CONTACT INFORMATION OF THE HOMELESS LIAISON**  
For assistance in completing this form please contact: **PROVIDE CONTACT INFORMATION**