

Should there be a dispute regarding the enrollment or assignment of a homeless student, the student will be enrolled immediately and the dispute will be referred to the liaison for expeditious resolution. The liaison should attempt to resolve disputes within five (5) school days. Any dispute, which cannot be resolved by the liaison, should be reported to the District Liaison Team. Within five (5) school days, the District Liaison Team will review the recommendation of the liaison, gather any additional information that will assist in resolving the dispute and provide the district's final resolution to the McKinney-Vento Liaison and to the parent/guardian. If the parent/guardian is not satisfied with the Westview School Corporation's final solution, the parent/guardian may challenge this final decision by contacting the State Coordinator for the Education of Homeless Children at the Indiana Department of Education. According to State guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution. Individuals not satisfied with the State Coordinator's proposed resolution can appeal such decision to the Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

DISPUTE RESOLUTION FORM

If you need assistance filling out this form, or if you have other questions, please contact the liaison for homeless students.

Principal

Name: _____

Address/Location: _____

Phone number: _____

E-mail: _____

Liaison for Homeless Students

Name: _____

Address/Location: _____

Phone number: _____

E-mail: _____

The principal or liaison will forward this form to the McKinney-Vento District Level Team, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute

1. Name: _____

2. Address: _____

Phone number: _____

E-mail address: _____

Campus: _____

3. If you will be represented in presenting your dispute by someone other than the liaison for homeless students, please identify the person representing you.

Name: _____

Address: _____

Phone number: _____

E-mail address: _____

4. Please describe the McKinney-Vento eligibility, school selection, or enrollment decision that has prompted this dispute resolution process. Attach any documentation you have received from the school regarding this dispute.

5. What was the date you received written notice of the campus's/District's decision causing this dispute?

6. Please explain why you are dissatisfied with the eligibility, school selection, or enrollment decision.

7. Please describe the outcome you seek from this dispute and why you believe this outcome to be in the student's best interest. Please provide any information and/or attach any documents that you believe support your desired outcome.

Student's or parent's signature: _____

Signature of student's or parent's representative: _____

Date that District personnel received this formal appeal: _____

Name and title of the District personnel receiving this formal appeal:

Attach to this form any documents that you believe will support the dispute resolution process. If these documents are unavailable when you submit this form, they may be presented no later than the dispute resolution conference. Please keep a copy of the completed form and any supporting documentation for your records.