

Notice of Dispute Resolution Procedure: Enrollment of Homeless or Unaccompanied Youth**The McKinney-Vento Liaison**

The McKinney-Vento Liaison oversees identification of homeless or unaccompanied youth, informs the parents or guardians of homeless youth and unaccompanied youth of their rights, assists in locating services for the youth, and coordinates resolution of disputes regarding enrollment.

How to Present a Dispute

If a dispute arises over school selection or enrollment, the McKinney-Vento Liaison needs to be advised of the dispute on the same day it occurs. The parent or guardian **may** advise the Liaison of the dispute. The Westview School Corporation representatives involved in enrolling the student **must** advise the Liaison of the dispute.

What the McKinney-Vento Liaison Will Do

The McKinney-Vento Liaison will:

- Provide a copy of this procedure to the parent or guardian or unaccompanied youth;
- Assure the child or youth is immediately enrolled (granted the opportunity fully to participate in school activities) or granted continued enrollment in the school in which he/she is seeking enrollment pending resolution of the dispute;
- Assist the parent or guardian in completing the Request for Dispute Resolution form;
- Inform the parent or guardian of the right to submit written or oral information to support a Request for Dispute Resolution;
- Assist the Westview School Corporation enrolling officials in completing the response form;
- Gather other relevant information from both parties;
- Submit to the McKinney-Vento District Level Team a report recommending resolution of the dispute and the basis for the recommendation and provide copies to the parent/guardian.
- Additionally, in the event of an inter-district dispute, the McKinney-Vento Liaison will represent the Westview School Corporation in the resolution of the dispute by the Indiana Department of Education.

How to Appeal the Westview School Corporation's Final Decision

If the parent/guardian is not satisfied with the Westview School Corporation's final resolution, the parent/guardian may challenge this final decision by contacting the McKinney-Vento Homeless Education State Coordinator at the Indiana Department of Education. The McKinney-Vento Homeless Education State Coordinator at the Indiana Department of Education will answer questions regarding the rights of a youth under the McKinney-Vento Act and will consider appeals of a school's final decision on an enrollment dispute involving a homeless or unaccompanied youth.

The McKinney-Vento Homeless Education State Coordinator at the Indiana Department of Education is:

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