

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 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 homeless youth and returned to the LEA Homeless Liaison to facilitate the dispute resolution process.
3. A copy of the completed form shall be provided to the parents, guardian or youth for their records. Parents, guardian and unaccompanied youth must 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. County office of education's liaison for homeless students shall carry out the dispute resolution process after receiving notice of the dispute and shall provide a response to the parent within five (5) working days.
5. A copy of the outcome shall be provided to the parents/guardians or unaccompanied 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 LEA's decision, an appeal may be filed with:

El Dorado County Office of Education (EDCOE)
c/o El Dorado County Homeless Youth Coordinator
6767 Green Valley Road Placerville, California 95667
(530) 295-244539

The Homeless Liaison will forward all written documentation and related paperwork to the County Homeless liaison at EDCOE. The EDCOE Homeless Youth Coordinator will review these materials and determine the school selection or enrollment decision. The EDCOE Homeless Liaison will notify the LEA and the parent of the decision in an expeditious manner.

7. If the dispute remains unresolved or is appealed, the EDCOE Homeless Liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator.

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

10. Upon the review of the LEA, the EDCOE, and parent information, the CDE will notify the parent of the final school selection or enrollment decision in an expeditious manner.

WRITTEN NOTIFICATION OF LEA ENROLLMENT DECISION

Date: _____ School/LEA: _____

Person completing the form: _____ Title: _____

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. This determination was based upon:

You have the right to appeal this decision. Please complete the accompanying Dispute Resolution form and contact:

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

- 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.

You may appeal the LEA's decision through the Los Angeles County Homeless Liaison within **5 days** of the receipt of the denial letter.

El Dorado County Office of Education (EDCOE)
c/o El Dorado County Homeless Youth Coordinator
6767 Green Valley Road Placerville, California 95667
(530) 295-244539

You may contact the state coordinator for homeless education to appeal LACOE's decision within **5 days** of the receipt of the denial letter:

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

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.

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

I have been provided with:

- _____ A written explanation of the district's decision
- _____ Copy of the district's Dispute Resolution Process
- _____ Contact information for the district's homeless liaison and the county office of education's homeless liaison

I certify that the foregoing is true and correct:

Parent Signature

Date

Mail or fax form to: FAX 530.285.2004 (dedicated)

For assistance in completing this form please contact: mvhy@cottonwoodk12.org