

DISPUTE RESOLUTION PROCEDURES

Responsibilities of the District

When it is determined that a dispute cannot be settled at the district level, the district must carry out the following responsibilities in a timely manner:

- Inform the unaccompanied student or the parent/guardian of the homeless student concerning his/her right to request that the South Carolina Department of Education (SCDE) review the decision of the district.
- Inform the unaccompanied student or the parent/guardian of the homeless student that this request must be made either on the district-supplied request-for-review form or by a telephone interview with the coordinator in the SCDE Office of Coordinator for Education of Homeless Children and Youth (1-888-565-7261).
- Give the unaccompanied student or the parent/guardian of the homeless student a copy of the SCDE request-for-review form and the contact information for the Office of Coordinator for Education of Homeless Children and Youth.
- Inform the unaccompanied student or the parent/guardian of the homeless student that he/she may seek the assistance of advocates or attorneys for the review.

Once the Office of the Coordinator for Education of Homeless Children and Youth has received either the completed request-for-review form or has conducted a full telephone interview with the unaccompanied student or the parent/guardian, the coordinator will send a copy of the completed form and any other relevant material to the school district.

The school district must send a written response to the state and to the person filing the state review request within five business days from the date it receives the request-for-review form.

Responsibilities of the Unaccompanied Student or the Parent/Guardian

The unaccompanied student or the parent/guardian of the homeless student must complete and return the request-for-review form to the address designated on the form or must telephone the SCDE Education coordinator in the Office of the Coordinator for Education of Homeless Children and Youth and make an oral report on the circumstances surrounding the request for review (803-734-6010).

The unaccompanied student or the parent/guardian may attach any additional information to the form he/she thinks is relevant or may telephone the coordinator and verbally provide the information.

Responsibilities of the South Carolina Department of Education Coordinator

The coordinator will conduct all state reviews requested by unaccompanied students or the parents/guardians of homeless students.

The coordinator will review all written documents submitted concerning the particular dispute. The coordinator may request additional information from the parties in making his/her determination.

The coordinator will make a final decision within 10 business days of receiving the written response from the district. The decision of the coordinator is binding and will be effective immediately.