

Introduction Letter Explaining NKSD McKinney-Vento  
Dispute Resolution Process

Date

Dear Parent, Guardian, or Youth:

Because North Kitsap School District seeks to place your child(ren) in a school other than the school of origin or the school you requested, we are providing this information packet to inform you of your right to appeal our decision.

Included in this dispute resolution packet, you will find the following:

1. Introduction letter explaining the Dispute Resolution Process
2. Receipt of Dispute Resolution Form
3. A Dispute Resolution Form that you can complete and turn in to the school or Homeless Liaison to initiate the dispute process
4. A written step-by-step description of how to dispute North Kitsap School District's decision

If, at any time, you have questions regarding the Dispute Resolution Process, you can contact the North Kitsap School District Homeless Liaison or the Washington State Homeless Education Coordinator listed below, and they will assist you.

North Kitsap School District Homeless Liaison  
Sonia Barry Associate Director  
North Kitsap School District  
18360 Caldart Ave NE  
Poulsbo, WA 98370  
360.396.3018

WA State Homeless Education Coordinator  
Melinda Dyer  
Office of the Superintendent of Public Instruction  
P.O. Box 47200  
Olympia, WA 98504  
360.725.6050

Sonia Barry, Associate Director  
Phone (360) 396-3019 \* Fax (360) 396.3934 \* email: [sbarry@nkschools.org](mailto:sbarry@nkschools.org)

**Receipt of Dispute Resolution Information**

Date: \_\_\_\_\_

I, \_\_\_\_\_, am the parent, guardian, or youth attempting to enroll my child(ren) or myself in the following school(s):

Child's Name	School(s)
_____	_____
_____	_____
_____	_____

I have received the explanation of my child's placement. This explanation included:

1. Contact Information for North Kitsap School District's Homeless and the Office of the Superintendent of Public Instruction's Homeless Education Coordinator
2. A copy of the dispute resolution process
3. Paperwork to complete if I wish to dispute North Kitsap School District's decision
4. Directions on how to complete the dispute resolution paperwork
5. A summary of the McKinney-Vento Act

I understand that North Kitsap School District will ensure that my child(ren) will attend and fully participate in the school where enrollment is sought while the dispute process is carried out.

\_\_\_\_\_  
Parent/Guardian/Youth Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wayne Massie, Interim Director

\_\_\_\_\_  
Date

Upon receipt of the dispute resolution packet, please sign this form and return it to the school where you are attempting to enroll or to the North Kitsap School District Homeless Liaison.

Sonia Barry, Associate Director  
Phone (360) 396-3018 \* Fax (360) 396.3934 \* email: [sbarry@nkschools.org](mailto:sbarry@nkschools.org)

**Dispute Resolution Form**

Date: \_\_\_\_\_

I have received the explanation of North Kitsap School District's placement decision concerning my child(ren)/myself, (name): \_\_\_\_\_. I disagree with North Kitsap School District's placement decision, and I am appealing that decision for the following reasons:

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I understand that North Kitsap School District will ensure that my child(ren)/I will have the opportunity to attend and participate at the school where enrollment is sought while the dispute is being carried out.

\_\_\_\_\_  
Parent/Guardian/Youth Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wayne Massie, Interim Director

\_\_\_\_\_  
Date

School District Use Only:		
<input type="checkbox"/> Level I Appeal	<input type="checkbox"/> Level II Appeal	<input type="checkbox"/> Level III Appeal

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## Parent/Youth's Guide to the McKinney-Vento Dispute Resolution

If a parent, guardian, or unaccompanied youth wishes to appeal North Kitsap School District's decision regarding school placement:

1. The parent/unaccompanied youth must submit a request for dispute resolution form to the North Kitsap School District Homeless Liaison or the school where enrollment is sought within fifteen **(15) business days** of receiving North Kitsap School District's notification that they plan to enroll the student in a school other than the one requested by the parent, guardian, or youth.
2. Within five **(5) business days** of their receipt of the complaint, North Kitsap School District Liaison must make a decision on the complaint and inform the parent or unaccompanied youth of their decision in writing.

If the parent or youth disagrees with the decision made at Level I and wishes to move the dispute resolution process forward to Level II, the parent or unaccompanied youth shall notify North Kitsap School District's Homeless Liaison of their intent to proceed to Level II within ten **(10) business days** of their receipt of notification of the Level I decision. If the parent or unaccompanied youth wishes to proceed to Level II, North Kitsap School District's Homeless Liaison will provide an appeals package within five **(5) business days** that includes:

1. A copy of the parent or youth's complaint which was filed with the North Kitsap School District Homeless Liaison at Level I
2. The decision rendered at Level I by North Kitsap School District Homeless Liaison
3. Any additional information from the parent, guardian, unaccompanied youth, or Liaison

If the dispute remains unresolved after a Level I appeal, the parent, guardian, or unaccompanied youth may appeal the decision to the North Kitsap School District's Superintendent or the Superintendent's designee. The appeals package from the Level I dispute will be used to facilitate the following:

1. North Kitsap School District Superintendent or Superintendents designee (not the Homeless Liaison), will arrange for a personal conference with the parent, guardian, or unaccompanied youth. This will occur within five **(5) business days** of the parent, guardian, or youth's notification to North Kitsap School District of their intent to proceed to the Level II dispute resolution process. This meeting, once arranged, should happen as quickly as possible.
2. North Kitsap School District Superintendent or the Superintendent's designee will provide a decision, In writing, to the parent, guardian, or unaccompanied youth with supporting evidence and reasons within five **(5) business days** of the meeting.

If the parent, guardian, or unaccompanied youth disagree with the decision at Level II and wishes to move the dispute process to Level III, the parent, guardian, or unaccompanied youth must notify North Kitsap School District's Homeless Liaison of their intent to proceed to Level III within ten **(10) days of receipt** of notification of the Level ii decision. If the dispute remains unresolved:

1. North Kitsap School District Superintendent must forward all written documentation and related paperwork to the OSPI Homeless Education Coordinator or designee, for review within five **(5) business days** of receiving notification that the parent, guardian, or youth would like to proceed to Level III.
2. The entire dispute package including all documentation and related paperwork is to be submitted to OSPI in one complete package via hard copy mail delivery. Documents submitted separately from the dispute may not be reviewed. It is the responsibility of North Kitsap School District to ensure the dispute packages are complete and ready for review.
3. The OSPI Homeless Education coordinator, along with the appropriate OSPI personnel, will make a final decision within fifteen (15) business days of receipt of the complaint.
4. The final decision will be forwarded to North Kitsap School District's Homeless Liaison for distribution to the parent and local Superintendent.
5. The decision made by OSPI will be the final resolution for placement of a homeless child or youth in North Kitsap School District

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