

DISPUTE OF ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT UNDER THE
MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Note: This form is for use to initiate the dispute resolution process required by the McKinney-Vento Homeless Assistance Act when the parent, guardian, or unaccompanied youth disagrees with the District’s eligibility, school selection, or enrollment decision.

District policy requires the parent, guardian, or unaccompanied youth to use the dispute resolution process set out in FNG(LOCAL), beginning at Level Two. [See FDC(EXHIBIT–B) for the Notice of Parent and Student Rights in the McKinney-Vento Enrollment Dispute Resolution Process.] Filling out this form is the first step in that process. Informal resolution is encouraged but does not extend any deadlines in FNG(LOCAL), except by mutual written consent.

To file a formal dispute under the McKinney-Vento Homeless Assistance Act (“Act”), please fill out this form completely and submit it by hand-delivery, e-mail, or U.S. Mail to the principal or the District’s liaison for homeless students. District policy typically requires dispute forms to be filed within 15 District business days of receiving the written explanation of the District’s decision. However, because the Act’s dispute process should be expedited whenever possible, TEA recommends that you submit the form as soon as possible, preferably within ten District business days of receiving the written explanation of the District’s decision. If a dispute arises over school selection or enrollment in a school, the child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student will remain attending the school where enrollment is sought during the entire dispute resolution process.

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

Principal

Liaison for Homeless Students

Name: _____

Name: _____

Address/Location: _____

Address/Location: _____

Phone number: _____

Phone number: _____

E-mail: _____

E-mail: _____

The principal or liaison will forward this form to the administrator, typically the Superintendent or designee, who will conduct the dispute resolution conference in accordance with FNG(LOCAL), which can be found in the District’s policy manual located in the Superintendent’s office or *[insert website URL]*.

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 attach any documents and/or provide any information that you believe supports 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 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.

The District's homeless liaison is available to assist the parent, guardian, or unaccompanied youth in completing and submitting this form.