Lakeland School System
McKinney-Vento Dispute Resolution Process

The information in this packet is adapted from the TDOE Dispute Resolution Process.

To file a formal dispute under the McKinney-Vento Homeless Assistance Act, please complete the Parent/Unaccompanied Youth Dispute Request form located in this packet. Submit the form via hand-delivery, email, or U.S. mail to either the principal or the LEA's Homeless Liaison, Kim Pickens.

Contact information for Lakeland School System is: 10001 Highway 70 · Lakeland, TN, 38002
Phone: 901-867-5412

While district policy typically requires disputes to be filed within 15 business days of receiving the LEA's written decision, the McKinney-Vento process prioritizes expedited resolution. Therefore, it is recommended that you file the form within **10 business days.**

If a dispute arises over school selection or enrollment, the child will be immediately enrolled in the requested school, pending resolution. The student will remain in that school throughout the dispute process.

If you need help completing the form or have questions, please contact: Kim Pickens, LSS Student Services Supervisor: Email: kpickens@lakelandk12.org | Phone: 901-317-6011

Initiation of Dispute Resolution

Parents or unaccompanied youth must be informed of their right to appeal an LEA decision. The LEA must provide:

1. **Contact Information:** Written contact details for the LEA homeless liaison and state coordinator, with a brief description of their roles.
2. **Right to Enroll:** Written notice of the right to immediate enrollment in the school of choice during the dispute process.
3. **Dispute Form:** A simple form to initiate the dispute, along with a copy for the parent/youth's records.
4. **Appeal Instructions:** Step-by-step written guidance on how to appeal at each level of the process.

Dispute Resolution Process

Level 1: Appeal to the School or LEA Homeless Liaison

- Submit the completed dispute resolution form to the homeless liaison or school within 5 business days of receiving the LEA decision.
- The liaison will document the complaint, notify the LEA director, and decide within 5 business days, providing written notification of the decision.
- If dissatisfied, the parent/youth may escalate to **Level 2** by notifying the liaison within 5 business

days.

Level 2: Appeal to the LEA Director of Schools

- File an appeal with the LEA director or designee using the Level 1 appeals package.
- A meeting will be arranged within 5 business days, with the decision issued shortly after.
- Written notification of the decision will be provided to the parent/youth and shared with the liaison.
- If dissatisfied, escalate to **Level 3** by notifying the liaison within 5 business days.

Level 3: Appeal to the State Coordinator

- The LEA director submits all documentation to the state McKinney-Vento coordinator within 5 business days.
- The state coordinator reviews and issues a decision within 7 business days, shared with the parent/youth and LEA director.
- If dissatisfied, escalate to **Level 4** by notifying the state coordinator within 5 business days.

Level 4: Appeal to the Assistant Commissioner of FPO

- Submit a written appeal to the assistant commissioner within 5 business days of receiving the Level 3 decision.
- The assistant commissioner reviews the case and issues a final decision within 7 business days, shared with the parent/youth and LEA director.

Key Requirements at All Levels

- The LEA/state must provide a written explanation of each decision, including:
    - The action taken or denied, reasons, and other options considered.
    - Relevant factors, evidence, and witnesses involved.
    - Steps to appeal, timelines, and contact details for the liaison and state coordinator.
- Documentation of disputes is maintained at each level for transparency.

Program Contact Information:

District Homeless Liaison/Student Services Supervisor
Kim Pickens
Office Phone: 901-317-6011
Email: kpickens@lakelandk12.org

Lakeland School System Superintendent:
Dr. William E Horrell, III
Office Phone: 901-867-5412
Email: thorrell@lakelandk12.org

Tennessee Department of Education/State Coordinator Contact:
Vanessa Waters McKinney-Vento and Family Engagement State Coordinator
Office Phone: 615) 917-3750
Email: Vanessa.Waters@tn.gov

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Parent/ Unaccompanied Youth Dispute Request Form

This form is to be completed by the Parent/Legal Guardian or unaccompanied student when requesting dispute resolution at Level II when a dispute arises over school placement or enrollment decisions, including transportation. The form can be hand delivered, emailed, or sent through postal service to the LEA Homeless Liaison listed below. This form should be submitted as soon as possible to expedite the McKinney-Vento dispute process.

LEA Homeless Liaison: Kim Pickens, LSS Student Services Supervisor
Email: kpickens@lakelandk12.org Phone: 901-317-6011
Address: 10001 Highway 70
Lakeland, TN 38002

Date Submitted: _____

Student(s) Name	Birth Date	School	Grade

Person(s) completing form:_____Contact Information:_____

Relationship to student(s):_____

I wish to appeal the placement or enrollment decision regarding the above student(s).

The decision was made by: _____

Provide a written explanation to support your appeal in this space below:

I have been provided with a written explanation of the dispute decision: Yes No

Signature of person submitting dispute: _____

Printed Name: _____ Date: _____

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