

This form is to be completed by the parent, guardian, or unaccompanied youth who disagrees with a school enrollment decision. This information may be shared verbally with the local homeless education liaison as an alternative to completing this form.

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

Student(s): \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Relation to Student(s): \_\_\_\_\_

Contact Information (Phone # or E-mail): \_\_\_\_\_

I wish to appeal the enrollment decision made by: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

I have been provided with the following:

- A copy of the Notification of Enrollment Decision
- A copy of the Idaho State Department of Education's Dispute Resolution Process
- Contact information for the district's local homeless education liaison

I understand that:

- Pending the resolution of the dispute, the student(s) listed above has the right to **enroll immediately** in the requested school. The student(s) will also have the right to continue all appropriate educational services, transportation, free meals, and Title I, Part A services.
- I may contact the State Coordinator for Homeless Education at the Idaho State Department of Education if further help is needed or desired. The contact information is included in the Idaho State Department of Education Dispute Resolution Process Statement attached hereto.
- I may seek the assistance of advocates or attorneys at your own expense.



**IDAHO STATE DEPARTMENT OF EDUCATION  
DISPUTE RESOLUTION PROCESS**

In compliance with the McKinney-Vento Homeless Assistance Act, Title IX-A, as amended by the Every Student Succeeds Act, and Idaho Code § 33-1404, the following procedures are established to promptly resolve disputes regarding the educational placement of students experiencing homelessness, and shall be implemented in all school districts in the State, including charter schools authorized by the Idaho Charter Commission. A student is considered homeless under the McKinney-Vento Homeless Assistance Act if the student lacks a fixed, regular, and adequate nighttime residence.

School enrollment of a homeless child or youth will be determined based on the best interest of the student and the request of the parent, guardian, or unaccompanied youth. To the extent feasible, the student will be immediately enrolled or continue enrollment in the school of origin, which is defined as the school last attended by the student when permanently housed or the last school in which the student was enrolled.

If a dispute arises over the educational placement of a homeless student or if a school or school district denies a child, youth, or unaccompanied youth homeless status, then a written notice of explanation of such decision shall be promptly provided to the parent or guardian of the child, or to the youth, if unaccompanied by a parent or guardian. Such notice shall be in the language the parent, guardian or unaccompanied youth can understand, and shall include a description of how to dispute the decision, and shall include a summary of the dispute resolution process.

In addition, the district will promptly refer the parent, guardian, or unaccompanied youth to the district's homeless liaison who will carry out the dispute resolution process within ten (10) business days. The parent or guardian shall be referred to the district's homeless liaison who shall advise the parent or guardian, of the student's rights, and assist in and carry out the dispute resolution process. With respect to unaccompanied youth, the district homeless liaison shall ensure the same access to the dispute resolution process.

During the pendency of the dispute resolution process, the child, youth, or unaccompanied youth shall be immediately enrolled or continue enrollment in the school of choice (school of origin or local attendance area). Enrollment shall include all educational services for which the student is eligible, such as attending classes and full participation by such student in all school activities.

If an agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, the district will promptly seek further assistance from the State Coordinator for Homeless Education who will review and determine within ten (10) business days how the student's best interests will be served. All parties will be expeditiously informed of the State's determination in writing and such decision will constitute final resolution of the dispute.

**Contact:**

State Coordinator for Homeless Education  
Idaho State Department of Education  
650 W. State Street  
P.O. Box 83720  
Boise, ID 83720

**ADOPTED: September 8, 2003**

**AMENDED: June 12, 2012; March 12, 2018; June 8, 2020**