Fayetteville City Schools

110 Elk Avenue, South, Suite 200

Fayetteville, TN 37334
(931) 433-5542
Fax (931) 433-7499
Eric Jones
Director of Schools

Board Members
Mark Clark, Chairman
Jennifer Murdock
Shawnta Fulton

Board Members
Pam Bryson, Vice Chairman
Bridgett Hopkins
Kayla Camp

McKinney-Vento Dispute Resolution Process: Parents Rights Letter

Instructions for Using this Template:

If the parent/legal guardian or unaccompanied homeless youth (UHY) wishes to appeal the district's decision, please complete this formal dispute form.

If you need assistance filling out this form or if you have other questions, please contact the district homeless liaison at Dr. Claudia Styles, Federal Programs Supervisor. Email: stylesc@fcsboe.org

The completed form must be submitted by hand delivery, email, or U.S. mail to the principal or the district's homeless liaison, Dr. Claudia Styles

District policy typically requires dispute forms to be filed within **ten (10)** business days of receiving the written explanation of the district's decision, which would be _____. However, because the McKinney-Vento dispute process should be expedited whenever possible, it is recommended that you submit the form as soon as possible, preferably within **five (5)** business days of receiving the written explanation of the local education agency's (LEA) decision.

Note: ***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.

Overview of Dispute Resolution

For A more detailed description of each level of the dispute resolution process, please see the attached LEA level dispute on page number: ___.

- **Level 1—Appeal to the School or the LEA Homeless Liaison:**
  If a parent or unaccompanied youth wishes to appeal an LEA's decision related to eligibility, enrollment, or school selection, the appeal is submitted to the LEA's homeless liaison or the homeless contact at the school where the dispute is taking place.
- **Level 2—Appeal to the LEA Director of Schools:**
  If the dispute is unresolved, the parent or unaccompanied youth may appeal the Level 1 decision to the LEA director of schools or designee.
- **Level 3—Appeal to the State Coordinator:**
  If the dispute continues to be unresolved, the parent/guardian or unaccompanied youth may appeal the Level 2 decision to the McKinney-Vento state coordinator at the state education agency (department).
- **Level 4—Appeal to the State Assistant Commissioner of the Division of Federal Programs and Oversight**

(FPO):

If the parent, unaccompanied youth, or district wishes to appeal the Level 3 decision rendered by the McKinney-Vento state coordinator, an appeal may be submitted to the assistant commissioner of the Division of Federal Programs and Oversight (FPO).