



APPEAL PROCESS SUMMARY

To Be Shared With Individual Disputing Enrollment Or School Selection Decision

If you disagree with the decision, you have the right to appeal.

Step 1: Submit a Written Appeal

You may submit a written appeal to the District Homeless Liaison within five (5) school days of receiving this notice.

To file an appeal:

- Complete the **Baldwin County Public Schools McKinney-Vento Dispute Form**
- Return the completed form to the district no later than the 5th working day following receipt of this notice. The appeal should be submitted to:
Sherree Alvarez / District Homeless Liaison
PAC - Federal Programs
19812 Underwood Road, Foley, Alabama
salvarez@bcbe.org

During the Appeal Process

The student shall:

- Remain in the **school of origin** (if requested), and
- Receive transportation and all educational services for which the student is eligible

until the dispute is fully resolved.

Step 2: LEA Review

The Local Education Agency (LEA) will:

- Review the appeal, and
- Contact the educational decision maker for a conference and issue a written decision, signed by the Superintendent or designee, within **five (5) school days** of receiving the appeal.

Appeal to the Alabama State Department of Education

If you disagree with the Local Education Agency (LEA) decision, you can appeal to the **State Coordinator for Homeless Education** within five (5) school days of receiving the LEA's written decision. The Local Education Agency will forward your Appeal and all submitted documents to the ALSDE designee.

The State Coordinator will:

- Review the matter,
- Forward the information received to the Superintendent of Education or the designee, and
- **A Final decision will be rendered by the Superintendent of Education or the designee within 10 school days.**



State Coordinator Contact Information LaDonna Rudolph 334-694-4534 ladonna.rudolph@alsde.edu	BCPS Homeless Liaison Information Sherree Alvarez 251-970-7322 salvarez@ bcbe.org
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Signatures:

I acknowledge receipt of the **Written Notification of Eligibility and/or School Placement Decision** with written notice of decision and information regarding my appeal rights.

Parent/Guardian/Youth Signature	Date
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LEA Representative Signature	Date
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