SAN JUAN ISLAND SCHOOL DISTRICT

McKinney-Vento Dispute Resolution Process

Parent/Guardian/Unaccompanied Youth Petition to Appeal

Dear Parent, Guardian, or Youth:

Because the district seeks to place your child(ren) in a school other than the school of origin or the school you requested, we are providing this information packet to inform you of your right to appeal our decision.

Included, you will find the following:

1. Written contact information for the school district's Homeless Liaison and State Coordinator
2. Receipt of dispute resolution packet
3. A detachable form that you can complete and turn into the school or Homeless Liaison to initiate the dispute process
4. A written step-by-step description of how to dispute the school district's decision, along with information
5. Written notice of the right to enroll immediately in the school where enrollment was sought pending resolution of the dispute
6. Written timelines for resolving district- and state-level appeals.

If, at any time, you have questions regarding the dispute resolution process, you can contact the district Homeless Liaison or the State Homeless Education Coordinator, and they will assist you with the process.

School District Homeless Liaison
Aileen Howe, Special Services Director
San Juan Island School District
285 Blair Street
Friday Harbor, WA 98250

WA State Homeless Education Coordinator
Melinda Dyer
Office of the Superintendent of Public Instruction
PO Box 47200
Olympia, WA 98504
360.725.6050

SAN JUAN ISLAND SCHOOL DISTRICT

Receipt of Dispute Resolution Information

Date: _____

I, _____, am the parent, guardian, or youth attempting to enroll my child/ren or myself in the following school(s):

Child's Name:	School(s):
_____	_____
_____	_____
_____	_____

I have received the explanation of my child's placement. This explanation included:

1. Contact information for the district's Homeless Liaison and the Office of the Superintendent of Public Instruction's Homeless Education Coordinator
2. A copy of the dispute resolution process
3. Paperwork to complete if I wish to dispute the district's decision
4. Directions on how to complete the dispute resolution paperwork
5. A summary of the McKinney-Vento Act

I understand that the school district will ensure that my child/ren will attend and fully participate in the school where enrollment is sought while the dispute process is carried out.

_____ _____

Parent/Guardian/Youth Signature Date

_____ _____

School District Personnel Signature Date

Upon receipt of the dispute resolution packet, please sign this form and return it to the school where you are attempting to enroll or to the district's Homeless Liaison, Special Services Director Becky Bell.

SAN JUAN ISLAND SCHOOL DISTRICT

Dispute Resolution Form

Date: _____

I have received the explanation of the district's placement decision concerning my children/myself, (name): _____. I disagree with the district's placement decision, and I am appealing that decision for the following reasons:

_____

_____

_____

_____

_____

_____

_____

_____

_____

I understand that the district will ensure that my child/I will have the opportunity to attend and participate at the school where enrollment is sought while the dispute is being carried out.

_____ _____

Parent/Guardian/Youth Signature Date

_____ _____

School District Personnel Signature Date

School District Use Only:

☐ Level I Appeal ☐ Level II Appeal ☐ Level III Appeal

SAN JUAN ISLAND SCHOOL DISTRICT

Parent/Youth's Guide to the McKinney-Vento Dispute Resolution

If a parent, guardian, or unaccompanied youth wishes to appeal a school district's decision regarding school placement:

1. The parent/unaccompanied youth must submit a request for dispute resolution form to the district Liaison, Special Services Becky Bell, or the school where enrollment is sought within fifteen **(15) business days** of receiving the district's notification that they plan to enroll the student in a school other than the one requested by the parent, guardian, or youth.
2. Within five **(5) business days** of their receipt of the complaint, the Liaison must make a decision on the complaint and inform the parent or unaccompanied youth of their decision in writing.

If the parent or youth disagrees with the decision made at Level I and wishes to move the dispute resolution process forward to Level II, the parent or unaccompanied youth shall notify the district's Homeless Liaison of their intent to proceed to Level II within ten **(10) business days** of their receipt of notification of the Level I decision. If the parent or unaccompanied youth wishes to proceed to Level II, the district's Homeless Liaison will provide an appeals package that includes:

1. A copy of the parent or youth's complaint which was filed at the district Homeless Liaison at Level I
2. The decision rendered at Level I by the Homeless Liaison

   Any additional information from the parent, guardian, unaccompanied youth, or Liaison.

If the dispute remains unresolved after a Level I appeal, the parent, guardian, or unaccompanied youth may appeal the decision to the local school district's Superintendent or the Superintendent's designee. The appeals package from the Level I dispute will be used to facilitate the following:

1. The Superintendent or Superintendents designee (not the Homeless Liaison), will arrange for a personal conference with the parent, guardian, or unaccompanied youth. This will occur within five **(5) business days** of the parent, guardian, or youth's notification to the district of their intent to proceed to the Level II dispute resolution process. This meeting, once arranged, should happen as quickly as possible.
2. The Superintendent, or the Superintendent's designee with provide a decision, in writing, to the parent, guardian, or unaccompanied youth with supporting evidence and reasons within five **(5) business days** of the meeting.

If the parent, guardian, or unaccompanied youth disagrees with the decision at Level II and wishes to move the dispute process to Level III, the parent, guardian, or unaccompanied youth must notify the district's Homeless Liaison of their intent to proceed to Level III within ten **(10) days of receipt** of notification of the Level II decision. If the dispute remains unresolved:

1. The district Superintendent must forward all written documentation and related paperwork to the OSPI Homeless Education Coordinator or designee, for review within five (5) business days of receiving notification that the parent, guardian, or youth would like to proceed to Level III.
2. The entire dispute package including all documentation and related paperwork is to be submitted to OSPI in one complete package via hard copy mail delivery. Documents submitted separately from the dispute package may not be reviewed. It is the responsibility of the district to ensure the dispute packages are complete and ready for review.
3. The OSPI Homeless Education coordinator, along with appropriate OSPI personnel, will make a final decision within fifteen (15) business days of receipt of the complaint.
4. The final decision will be forwarded to the school district's Homeless Liaison for distribution to the parent and local Superintendent.
5. The decision made by OSPI will be the final resolution for placement of a homeless child or youth in the district.