



McKinney-Vento Dispute Resolution Process – Level I Parent/Guardian/Unaccompanied Youth Request to Appeal

Parent/Guardian/Unaccompanied Youth Guide to McKinney-Vento Dispute Resolution

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

1. The parent/guardian/unaccompanied youth must submit a “Request for Dispute Resolution” form to the district Liaison 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. In the form, the parent/guardian/unaccompanied youth should explain why they disagree with the district’s decision and why they are requesting that the child attend at the school where enrollment is sought.
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, guardian, or unaccompanied youth shall notify the district’s Liaison of their intent to proceed to Level II within **ten (10) business days** of their receipt of the notification of the Level I decision. At Level II, the parent, guardian, or unaccompanied youth appeal the decision to the school district’s Superintendent or the Superintendent’s designee. If the parent or youth wishes to proceed to Level II, the district’s Liaison will provide an appeals package that includes:

1. A copy of the parent or youth’s complaint which was filed with the district Liaison at Level I
2. A copy of the decision rendered at Level I by the Liaison
3. Any additional information from the parent, guardian, unaccompanied youth, or Liaison

The appeal package from the Level I dispute will be used to facilitate the following:

1. The Superintendent or Superintendent’s designee (not the district Liaison) will arrange for a personal conference with the parent, guardian, or unaccompanied youth within **five (5) business days** of receipt of the parent, guardian, or unaccompanied youth’s intent to proceed to the Level II dispute resolution process. This meeting should be arranged to happen as quickly as possible.
2. The Superintendent or Superintendent’s designee will 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 Liaison of their intent to proceed to Level III within **ten (10) business days** of receipt of the notification of the Level II decision. If a Level III resolution is requested:

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 of the parent, guardian, or unaccompanied youth's request 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 Liaison for distribution to the parent and district Superintendent.
5. The decision made by OSPI will be the final resolution for placement of a homeless child or youth in the district.

School District McKinney-Vento Liaison
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The School District Liaison ensures that children and youth experiencing homelessness are identified, enrolled, and receive appropriate services to succeed in school.

The State Coordinator's role includes, but is not limited to, gathering information on the nature and extent of the problems homeless children and youth have in gaining access to public schools, facilitating coordination between state educational agencies and other agencies to provide services to homeless children, and providing technical assistance.