

**Level I**

A complaint regarding the placement or education of a homeless student shall first be presented orally and informally to the Pittsburg School District's Homeless Education Liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the Homeless Liaison. The written charge should include the following information: date of filing, description of dispute, the name of the person or persons involved the action taken during the informal charge stage. Within five (5) business days after receiving the complaint, the Liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the Liaison will inform the Superintendent of Schools of the formal complaint and the disposition.

**Level II**

Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the Superintendent of Schools by filing a written appeal. This appeal shall consist of the complainant's grievance and the decision rendered at Level I. The Superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five (5) business days after receiving the complaint, the Superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

A written explanation of the Superintendent's decision regarding school enrollment shall be provided to the parent/guardian, student of lawful age, or unaccompanied youth, including a statement regarding the right to appeal the decision to the commissioner of the New Hampshire District of Education.

**Level III**

The complainant may appeal the Superintendent's decision to the New Hampshire District of Education, Dispute Resolution and Constituent Complaints. In the case of an unaccompanied youth, the Local Homeless Education Liaison will assist the youth in the appeal process.

**Contact Information**

- Lisa Kenny, Colebrook and Pittsburg Homeless Education Liaison; [lkenny@csd.sau7.org](mailto:lkenny@csd.sau7.org); 603-237-4801
- John Kennedy, Stewartstown Homeless Education Liaison; [jkennedy@scs.sau7.org](mailto:jkennedy@scs.sau7.org); 603-246-7082
- Bruce Beasley, Superintendent of Schools; [bbeasley@sau7.org](mailto:bbeasley@sau7.org); 603-237-5571
- Lynda Thistle Elliott, Director, Office of Homeless Education, NH Dept. of Education; [lynda.thistleelliott@doe.nh.gov](mailto:lynda.thistleelliott@doe.nh.gov); 603- 271-3840
- Stephen Berwick, Coordinator Dispute Resolution and Constituent Complaints, NH Dept. of Education; [stephen.berwick@doe.nh.gov](mailto:stephen.berwick@doe.nh.gov); 603- 271-2299

**Attached**

- Written Notice of Enrollment Decision
- Written Notice of a Disputed Enrollment Decision
- Pittsburg School District Policy JFABD
- NHDOE Homeless Dispute Resolution Process

**Pittsburg School  
District**

**Written Notice of Enrollment Decision (Denial of Enrollment Request)**

To be completed when an enrollment request is denied.

Date: \_\_\_\_\_ School Requested: \_\_\_\_\_

Person completing form: \_\_\_\_\_ Title: \_\_\_\_\_

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, this written notification is provided to the following.

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

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon the following.

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You have the right to appeal this decision by completing the Written Notice of a Disputed Enrollment Decision Form or by contacting the school district's local homeless education coordinator.

Liaison's names:

Colebrook and Pittsburg School District Homeless Education Liaison: Lisa Kenny,  
Phone number: 603-237-4801 Email: lkenny@csd.sau7.org

Stewartstown School District Homeless Education Liaison: John Kennedy,  
Phone number: 603-246-7082 Email: jkennedy@scs.sau7.org

In addition:

- The student listed above has the right to immediately enroll in the school of choice pending resolution of the dispute.
- You may provide written or verbal documentation to support your position. You may use form the Written Notice of a Disputed Enrollment Decision form that accompanies to this notification.
- You may contact the NH Director for Homeless Education or the Coordinator of Dispute Resolution to request a state-level review of the district's final decision regarding an enrollment issue.
- You may seek the assistance of advocates or attorneys.
- A copy of the New Hampshire District of Homeless Education Enrollment Dispute Resolution Process for accompanies this notification.

**Pittsburg School  
District**

**Written Notice of a Disputed Enrollment Decision**

*This form is to be completed by the parent, guardian, caretaker or unaccompanied youth when a dispute arises. This information may be shared verbally with the Homeless Education Liaison of the School District as an alternative to completing this form.*

**Date submitted:** \_\_\_\_\_ **Student:** \_\_\_\_\_

**Relation to student:** \_\_\_\_\_

**I may be contacted at (phone or e-mail):** \_\_\_\_\_

**School or Other Disputed Request:** \_\_\_\_\_

**School District Staff Involved with Disputed Decision:** \_\_\_\_\_

***I have been provided with the following.***

- A written explanation of the district's decision.
- Contact information for the Colebrook, Pittsburg and Stewartstown Homeless Education Liaison, Superintendent, the NHDOE Director of Homeless Education and the NHDOE Coordinator of Dispute Resolution.
- A copy of the state's enrollment dispute resolution process for students experiencing homelessness.

***You may include a written explanation to support your appeal in this space or provide your explanation verbally.***

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***The school provided me with a copy of this form when submitted. \_\_\_\_\_(initial)***