

**POLICY NO: 679 F2  
HOMELESS STUDENT EDUCATION  
Appeal of Enrollment Decision Form**

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This form is to be completed by the parent, guardian, or unaccompanied youth who disagrees with a school enrollment decision. This information may be shared verbally with the local homeless education liaison as an alternative to completing this form.

Date: \_\_\_\_\_

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

Person Completing Form: \_\_\_\_\_

Relation to Student(s): \_\_\_\_\_

Contact Information (Phone # or E-mail): \_\_\_\_\_

I wish to appeal the enrollment decision made by: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

I have been provided with the following:

- A copy of the Notification of Enrollment Decision
- A copy of the Idaho State Department of Education's Dispute Resolution Process
- Contact information for the district's local homeless education liaison

I understand that:

- Pending the resolution of the dispute, the student(s) listed above has the right to **enroll immediately** in the requested school. The student(s) will also have the right to continue all appropriate educational services, transportation, free meals, and Title I, Part A services.
- I may contact the State Coordinator for Homeless Education at the Idaho State Department of Education if further help is needed or desired.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

- I may seek the assistance of advocates or attorneys at your own expense.



**IDAHO STATE DEPARTMENT OF EDUCATION  
DISPUTE RESOLUTION PROCESS**

In compliance with the McKinney-Vento Homeless Assistance Act, Title VII, Subtitle B, reauthorized by the No Child Left Behind Act, and Section 33-1404, Idaho Code, the following procedures are established to promptly resolve disputes regarding the educational placement of students experiencing homelessness, and will be implemented in all school districts in the State, including charter schools.

A student is considered homeless under the McKinney-Vento Homeless Assistance Act if the student lacks a fixed, regular, and adequate nighttime residence.

School enrollment of a homeless child or youth will be determined based on the best interest of the student and the request of the parent, guardian, or unaccompanied youth. To the extent feasible, the student will be immediately enrolled or continue enrollment in the school of origin, which is defined as the school last attended by the student when permanently housed or the last school in which the student was enrolled.

If a dispute arises over the educational placement of a homeless student or if a school or school district denies a child, youth, or unaccompanied youth homeless status, the homeless child or youth will be immediately enrolled in the requested school until the dispute is resolved. The student will also have the right to continue all appropriate educational services, transportation, free meals, and Title I, Part A services while the dispute is pending.

A written explanation of the decision to deny enrollment and notice of the right to appeal will be promptly provided to the parent, guardian, or unaccompanied youth. Such notice will be in language the parent, guardian, or unaccompanied youth can understand and will include a summary of the dispute resolution process and an appeal form (see Notification of Enrollment Decision and Appeal of Enrollment Decision).

In addition, the district will promptly refer the parent, guardian, or unaccompanied youth to the local homeless education liaison who will carry out the dispute resolution process within ten (10) business days. The local liaison will advise the parent, guardian, or unaccompanied youth of the student's rights, assist in and carry out the dispute resolution process, and ensure that unaccompanied youths are provided equal access to the dispute resolution process.

If an agreement cannot be reached between the parties regarding the educational placement or enrollment status of the student, the district will promptly seek further assistance from the State Coordinator for Homeless Education who will review and determine within ten (10) business days how the student's best interests will be served. All parties will be expeditiously informed of the State's determination in writing and such decision will constitute final resolution of the dispute.