

DISPUTE RESOLUTION PROCESS

A parent/guardian of a homeless student has the right to enroll his/her student in either the "school of origin," which may be the last school attended by the student when permanently housed or the school which serves the location where the student currently resides. The school must provide the parent/guardian, or unaccompanied student, written information regarding school selection or enrollment options available to homeless students under the McKinney-Vento Act.

If a school selection or enrollment dispute develops over the selection or enrollment options available pursuant to the McKinney-Vento Act, the school must immediately enroll the homeless student to the school in which enrollment is sought by the parent/guardian, pending resolution of dispute. In the case of an unaccompanied student, the district homeless coordinator will ensure that the student is immediately enrolled in the school pending resolution of the dispute.

In order to initiate the dispute resolution process, the School Dispute Resolution Form (SDRF) must be completed and filed with the principal of the school wherein the student is currently enrolled.

After receipt of the SDRF, the school principal shall meet with the parent/guardian or unaccompanied student in an effort to resolve the school selection or enrollment dispute. If a school selection or enrollment resolution is not reached at the school level, the school principal must notify the district's homeless coordinator of the dispute, and a District Dispute Resolution Form (DDRF) must be completed and given to the homeless liaison. The parent/guardian or unaccompanied student is referred to the district homeless coordinator.

The district's homeless coordinator shall meet with the parent/guardian or unaccompanied student in an effort to resolve the school selection or enrollment dispute. Within ten (10) business days of the meeting, the district's homeless coordinator shall provide the parent/guardian or unaccompanied student a written decision regarding the school selection or enrollment decision. The decision shall also include a statement regarding the right to file a complaint with the Alabama State Department of Education.

Complaints to the Alabama State Department of Education shall be writing and signed by the parent/guardian or unaccompanied student and mailed or delivered to"

State Homeless Coordinator
Alabama State Department of Education
5348 Gordon Persons Building
50 North Ripley Street
Montgomery, AL 36104-2101

The State Homeless Coordinator will inform the involved school district(s) of the complaint. The Coordinator will gather needed information and statements of the parties involved and may conduct an independent investigation through an on-site visit if necessary.

The State Homeless Coordinator, in consultation with other state officials, will render a written decision and inform the interested parties.

If the parent/guardian or unaccompanied student disagrees with the decision rendered by the Alabama State Office of Education, the parent/guardian or unaccompanied student has the right to file a complaint with the U.S. Department of Education, Office for Civil Rights

"One Team One Goal Excel"

SCHOOL ENROLLMENT DISPUTE FORM

School _____

School Address _____

Student's Name _____ Grade _____

Current Address _____

E-911 Address (Street Address)

City

State

Zip Code

Current Telephone Number _____

Complainant Information

Name _____ Relationship to the Student _____

Current Address _____

E-911 Address (Street Address)

City

State

Zip Code

Telephone Number _____

Note: Student information regarding address, telephone number, information protected by Everyday School Records Act can be released only to parent, guardian, the student, or a person specifically designated as a representative of the parent or guardian.

Name of school that complainant chooses student to be immediately enrolled in and/or transported to/from until dispute is resolved: _____

Is this the school of origin? Yes No If no, from which school was the student transferred?

Reason for the complaint _____

School Use Only

Principal's Action on the Complaint

Taken within _____ school day(s) after receiving notice of the complaint. Date central office contact person was notified of the dispute: _____

Action taken by the principal to resolve the dispute:

Dispute Resolved: Yes _____ No _____

DISTRICT ENROLLMENT DISPUTE FORM

Student's Name _____ Grade _____

School Name _____

District Action on Complaint

Taken within _____ school days after receiving notice of the complaint. Was the complaint resolved at the district level? Yes No

If the dispute was not resolved to the satisfaction of the complainant, did the county homeless liaison convene a meeting of the interested parties to attempt resolution of the dispute?

Yes No If yes, when and where did the meeting take place? Describe the outcome of the meeting.

If no, will a meeting be held for resolution purposes? When? Where?

If a resolution cannot be derived at the district level, the county homeless liaison should assist the complainant in contacting service organizations to provide technical assistance to the complainant. Did the county homeless liaison assist the complainant in this manner?

Yes No

Name of service organization contacted for assistance _____

Was the dispute resolved? Yes No Date _____

Describe the resolution.

Complainant Signature

Homeless Liaison