



MCKINNEY-VENTO ACT DISPUTE RESOLUTION PROCESS

Parent/Guardian/Unaccompanied Youth

Level I: If a parent/guardian/unaccompanied youth does not agree with the school selected for enrollment, based on school of origin, school zone or the best interest of their child, the decision may be disputed with the local school. Wherever possible an attempt to resolve this matter at the local school via conferences and/or written correspondence should be sought. Parent/guardian/unaccompanied youth may dispute school's decision within 72 hours of notification from the school administrator. If the resolution is unsatisfactory to the parent/guardian, the Parent Dispute Resolution Form should be completed and submitted to the DeKalb County School District Office of the Homeless Education Liaison. Within five (5) business days of their receipt of the complaint, the Liaison should make a decision on the complaint and inform the parent/guardian/unaccompanied youth in writing of the result. If the parent/guardian/unaccompanied youth disagrees with the decision made at this level, the parent or unaccompanied youth shall notify the District's Liaison of their intent to proceed to Level II within ten (10) business days of the Level I decision.

Level II: District Superintendent Communication - The parent/guardian/unaccompanied youth may appeal the decision to the Superintendent, or the Superintendent's designee (the designee shall be someone other than the District's Liaison) using the appeals package provided at Level I. The Superintendent or designee, will provide a decision in writing to the parent or unaccompanied youth with supporting evidence and reasons, within ten (10) business days of the Superintendent's or the designee's receipt of the appeals packet. A copy of the appeals package, along with the written decision made at Level II is to be shared with the District's Liaison. If the parent/guardian/unaccompanied youth disagrees with the decision made at Level II, the parent/guardian/unaccompanied youth shall notify the District's Liaison of their intent to proceed to Level III.

Level III: Georgia Department of Education, Legal Services - The District Superintendent or designee should forward all written documentation and related paperwork to the GaDOE Department of Legal Services for review, within ten (10) business days of being informed that the parent/guardian/unaccompanied youth would like to appeal the decision. The Department of Legal Services will review all materials and address the issues in the dispute within ten (10) days from the receipt of a written request for resolution. If the issue is not resolved after the Department of Legal Services submits their written review, the Department of Legal Services may assign members of the Georgia Department of Education to make an on-site visit to further clarify or resolve the issue.

A complaint must be made in one of two ways: In writing and signed by the complainant or submitted electronically through the Department's online complaint process at:

<http://programcomplaint.doe.k12.ga.us/everestwebportal/webform.asp>. All disputes must be resolved within 60 days of initial presentment to the Department, unless a written extension is granted. The student, parent, guardian, or local board must submit the request in writing within 30 days of the decision to the Office of Legal Services at the Department of Education at the following address: Office of Legal Services 2052 Twin Towers East Atlanta, Georgia 30334 Tel. (404) 656-4689 Fax (404) 657-8376.

Local School

The school principal should provide the parent with a written notification letter disputing the enrollment decision if school personnel does not agree that the school of origin or zoned school assignment is appropriate. The principal should contact the DeKalb County School District Office of the Homeless Education Liaison and report that the school wants to file a dispute per Board Policy JBC (1) and Regulation JBC(1)-R(1) regarding the school of origin, zoned school, or full participation and complete a written explanation of reasons for the dispute on school letterhead.

According to the McKinney -Vento Act, Provision 722 3 (E), “The parent, guardian, or unaccompanied youth will be provided a written explanation of the school’s decision regarding the enrollment, including the rights of the parent, guardian, or youth to appeal the decisions.” The school principal must complete a form entitled “Written Notification of Enrollment Decision” on the school letterhead and give a copy to the parent. The parent should also be given a copy of the Homeless Education Program (HEP) brochure which advises the parent (s) and the student (s) of their rights. The child must be enrolled in the school in which enrollment is sought until the dispute is resolved.

The school personnel will email or fax a copy of the Written Notification of Enrollment Decision to the School Social Work Department- Office of Homeless Education Liaison. A determination or decision will be made by the DeKalb County School District Office of Student Support & Intervention School Assignment in conjunction with the Office of the Homeless Education Liaison.