

Children In Transition Program



HOMELESS EDUCATION DISPUTE RESOLUTION PROCESS

In the case of a dispute between the Washoe County School District and parents, schools, or other entities regarding Homeless Education Services, and if the complaint has been discussed between the complainant and the Homeless Education Liaison of the school district and still not been resolved, the following procedure must be followed:

1. The disputing party must submit its complaint to the Children In Transition program of the Washoe county School District.
2. The district must reply to the complainant in writing within two weeks of the complaint if it has not been resolved.
3. If the dispute is still not resolved, a meeting should then be held with the involved parties (i.e. someone from the WCSD Children In Transition Office, the complainant and anyone they choose to designate as a representative, and anyone else involved in the dispute (e.g. the principal(s), a representative from the region office, etc.).
4. If the dispute is still not resolved, the matter should be referred to the Nevada Department of Education Homeless Education Coordinator, Karen Gordon, with copies of the correspondence and the written results of the Washoe County School District meeting, as approved by both the complainant and the District.

The Nevada Department of Education will then convene a meeting between the involved parties (WCSD CIT representative and the parents and their representative), a representative from another LEA's homeless education office; the Director of the ESEA, Special Education, and School Improvement Office of the Nevada Department of Education; and the Homeless Education Consultant for the State. It is at this meeting that the matter will be resolved.

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McKinney-Vento Dispute Resolution – School Placement/Enrollment

Appeal of Enrollment/Placement Decision

To be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. The school district homeless liaison can assist you in completing this form.

Date: _____

Name of Student: _____ School requested: _____
Name of Student: _____ School requested: _____
Name of Student: _____ School requested: _____

Person completing form: _____

Relation to student(s): _____

I may be contacted at (phone or e-mail): _____

I wish to appeal the enrollment decision made by:

Name (s) of School (s): _____

Written explanation of your appeal (continue explanation on back of this form if needed):

Note: The school district homeless liaison can assist you in completing this form.

I have been provided with (please check all that apply):

_____ The "Written Notification of Placement Decision". _____ (initial)

_____ The "Appeal of Enrollment/Placement Decision". _____ (initial)

_____ The contact information for school district homeless liaison. _____ (initial)

_____ A copy of the state's dispute resolution process for students experiencing homelessness. _____ (initial)

Receipt of Level I Appeal:

Signature of School District Homeless Liaison: _____

Date received: _____ Time received: _____

Note: If this appeal is submitted directly to the school where the dispute is taking place, the school must immediately forward the paperwork to the School District Homeless Liaison.