

HOMELESS DISPUTE RESOLUTION PROCEDURE

If a dispute arises over school assignment or enrollment, the homeless student will be immediately enrolled and assigned to the school in which enrollment is sought pending resolution of the dispute. In such cases, the Superintendent will refer the parent to the Liaison for Homeless Students who shall carry out dispute resolutions as expeditiously as possible.

GENERAL PROCEDURES –

- Disputes should be resolved at the district level rather than the school level.
- The dispute resolution process should be as informal and accessible as possible allowing for impartial and complete review.
- Parents, guardians and unaccompanied youth should be able to initiate the resolution process directly at the school they choose, as well as at the district LEA homeless liaison's office.
- Parents, guardians and unaccompanied youth should be informed that they can provide written or oral documentation to support their views.
- Students are to be provided with all services for which they are eligible while the disputes are being resolved.
- Written documentation should be complete, as brief as possible, simply stated and provided in a language the parent, guardian, or unaccompanied youth can understand.

RESOLUTION PROCESS –

Should a dispute arise over school selection or enrollment in a school the following procedure is to be followed:

- The LEA shall provide the parent or guardian with a written explanation of the school's decision regarding school selection or enrollment.
- The LEA shall inform the parent or guardian in writing of their right to appeal the decision.
- Should the dispute continue the LEA shall refer the parent or guardian to the local LEA liaison who shall review the complaint and issue an opinion in writing to the parent or guardian.
- Should the dispute continue the LEA liaison shall assist the parties involved in presenting the situation to the Ohio Department of Education homeless education coordinator.
- The state homeless education coordinator shall recommend a decision for distribution to the parent, local superintendent and local education agency liaison.
- Should the dispute continue the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

Adopted 4/16/14