



Valley School District No. 070

3030 Huffman Road • Valley, WA 99181 • Ph: (509) 937-2791 • Fax: (509) 937-2691 • www.valleysd.org

McKinney-Vento Parent/Guardian/Unaccompanied Youth Information about Right to Appeal

Because the district seeks to place your child(ren) in a school other than the school of origin (*the school your child attended when permanently housed or in which he/she was last enrolled*) or the school you requested, we are providing this information packet to inform you of your right to appeal our decision.

Included, you will find the following:

1. Contact information for the school district's Homeless Liaison and the State Coordinator (below).
2. Acknowledgement form for your receipt of this dispute resolution packet.
3. A detachable form that you can complete and turn in the school or Homeless Liaison to initiate the dispute resolution process.
4. A written, step-by-step description of how to dispute the school district's decision, including the following information:
 - Written notice of the right to enroll immediately in the school where enrollment is sought pending resolution of the dispute.
 - Written timelines for resolving district- and state-level appeals.

If, at any time, you have questions regarding the dispute resolution process, you can contact the Valley School District Homeless Liaison or the State Homeless Education Coordinator, and either will assist you with the process.

Valley School District

Homeless Liaison

Natalee Reid
Valley School District
3030 Huffman Road
Valley, WA 99181
(509) 937-2696

Washington State

Homeless Education Coordinator

Melinda Dyer
Office of the Superintendent of Public Instruction
PO Box 47200
Olympia, WA 98504
(360) 725-6050



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Acknowledgement of Receipt of Dispute Resolution Information

Upon receipt of the dispute resolution packet, please sign this form and return it to the school where you are attempting to enroll or to the District Homeless Liaison, Natalee Reid.

Date: _____

I, _____, am the parent, guardian, or youth attempting to enroll my children or myself in the school listed after his/her/my name:

Child's Name:

School:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____

I have received the explanation of the school placement. This explanation included:

- 1. Contact information for the district's Homeless Liaison and the Office of the Superintendent of Public Instruction's Homeless Education Coordinator.
- 2. A copy of the dispute resolution process.
- 3. A Dispute Resolution Form to complete if I wish to dispute the district's decision.
- 4. Information about how to complete the dispute resolution process.
- 5. A summary of the McKinney-Vento Act.

I understand that the school district will ensure that my child(ren) will attend and fully participate in the school where enrollment is sought while the dispute process is carried out.

Parent/Guardian/Youth Name / Signature

Date

Liaison Name / Signature

Date Received



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Parent/Youth's Guide to the McKinney-Vento Dispute Resolution Process

LEVEL I

If a parent, guardian, or unaccompanied youth wishes to appeal a school district's decision regarding school placement:

1. The parent/unaccompanied youth must submit a *School Placement Dispute Resolution Form* to the district Liaison or the school where enrollment is sought within **fifteen (15) business days** of receiving the district's notification that they plan to enroll the student in a school other than the one requested by the parent, guardian, or youth.
2. Within **five (5) business days** of their receipt of the complaint, the Liaison and school administrator must make a decision on the complaint and inform the parent or unaccompanied youth of their decision in writing.

LEVEL II

If the parent or youth disagrees with the decision made at Level I and wishes to move the dispute resolution process forward to Level II, the parent or unaccompanied youth shall notify the district's Homeless Liaison of their intent to proceed to Level II within **ten (10) business days** of their receipt of notification of the Level I decision. If the parent or unaccompanied youth wishes to proceed to Level II, the district's Homeless Liaison will provide an appeals package that includes:

1. A copy of the parent or youth's complaint which was filed at the district Homeless Liaison at Level I.
2. The decision rendered at Level I by the Homeless Liaison and school administrator.
3. Any additional information from the parent, guardian, unaccompanied youth, or Liaison.

If the dispute remains unresolved after a Level I appeal, the parent, guardian, or unaccompanied youth may appeal the decision to the district's Superintendent or the Superintendent's designee. The appeals package from the Level I dispute will be used to facilitate the following:

1. The Superintendent or designee (not the Homeless Liaison), will arrange for a personal conference with the parent, guardian, or unaccompanied youth. This will occur within **five (5) business days** of the parent, guardian, or youth's notification to the district of their intent to proceed to the Level II dispute resolution process. This meeting, once arranged, should happen as quickly as possible.
2. The Superintendent or designee will provide a decision, in writing, to the parent, guardian, or unaccompanied youth with supporting evidence and reasons within **five (5) business days** of the meeting.

(continued)



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LEVEL III

If the parent, guardian, or unaccompanied youth disagrees with the decision at Level II and wishes to move the dispute process to Level III, the parent, guardian, or unaccompanied youth must notify the district's Homeless Liaison of their intent to proceed to Level III within **ten (10) days of receipt** of notification of the Level II decision. If the dispute remains unresolved:

1. The Superintendent must forward all written documentation and related paperwork to the Office of the Superintendent of Public Instruction (OSPI) Homeless Education Coordinator or designee for review within **five (5) business days** of receiving notification that the parent, guardian, or youth would like to proceed to Level III.
2. The entire dispute package including all documentation and related paperwork is to be submitted to OSPI in one complete package via hard copy mail delivery. Documents submitted separately from the dispute package may not be reviewed. It is the responsibility of the district to ensure the dispute packages are complete and ready for review.
3. The OSPI Homeless Education Coordinator, along with appropriate OSPI personnel, will make a final decision within **fifteen (15) business days** of receipt of the complaint.
4. The final decision will be forwarded to the school district's Homeless Liaison for distribution to the parent and Superintendent.
5. The decision made by OSPI will be the final resolution for placement of a homeless child or youth in the district.

In the case of a dispute over school enrollment or selection, the student must be immediately enrolled in the school requested by the parent/guardian or unaccompanied youth.



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School Placement Dispute Resolution Form

Date: _____

I have received the explanation of the district's placement decision concerning my children/myself, (name): _____. I disagree with the district's placement decision, and I am appealing that decision for the following reasons:

I understand that the district will ensure that my child/I will have the opportunity to attend and participate at the school where enrollment is sought while the dispute is being carried out.

Parent/Guardian/Youth Name / Signature

Date

Liaison Name / Signature

Date Received