

Frederick Area School District Dispute Procedure for Homelessness Eligibility

Disputes filed with the district are to be investigated and attempted to be resolved according to the locally developed and adopted procedures provided such procedures ensure timely resolution and provide for the items listed below. In the case where the district procedure does not meet these timelines, the procedures below will be used.

- District/M-V Liaison takes an action pertaining to the eligibility, enrollment or school placement.
- Parent, guardian or unaccompanied youth should file a dispute within 10 district business days, of written notice of the eligibility, enrollment, or school placement decision by the district.
 - Student(s) will receive transportation to the school of origin and school participation/comparable services during the dispute process.
- The district may have two levels of hearings; one through the superintendent and one to the school board. Because the district's liaison for homeless students has the role of assisting and supporting the parent, guardian, or unaccompanied youth during the dispute process, he or she should not be named as the superintendent's designee for this purpose. Therefore, in hearings presented to the superintendent, the building principal will serve as the liaison for homeless students.
- Disseminating procedures to the district school board.
- Notifying the SD DOE within 5 district business days of receipt of written disputes concerning McKinney-Vento complaints is considered a necessary information sharing mechanism.
- The district must conduct timely investigation and processing of disputes within 10 district business days of receipt of the written grievance form below, with an additional 5 district business days, if exceptional conditions exist.
- Disseminating written dispute findings and resolutions to all parties to the dispute and the district school board. Privacy is a priority.
- Appealing to the South Dakota Department of Education within 15 district business days is a right of the parent, guardian or unaccompanied youth.

Dispute Resolution Process Form

Frederick Area School District

Family/Contact Information:

Student's Name: _____ I.D. # _____ Grade: _____

Current Address: _____

Current Phone: _____

Parent/Guardian/Complaining Party's Name: _____

Relationship: _____ Parent _____ Guardian _____ Unaccompanied Youth _____ Other

Current Address: _____

Current Phone: _____

Please note: Information regarding student's address, phone number, and information protected by the Federal Education Rights and Privacy Act (FERPA) and can only be released to parent/guardian, student, or to a person specifically designated as a representative of the parent/guardian and select others described in the Act.

Lives in a Shelter _____ Yes _____ No

School Information:

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

Is this the school of origin? ___ Yes ___ No (School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled.)

If no, from which school was the student transferred? _____

Reason for the Complaint:

Signature of parent/guardian/complaining party: _____

Date submitted to building principal or superintendent: _____

Signature of receiving party: _____

For Office Use:

Sample form adapted from Local Homeless Education Liaison Toolkit 2004 National Center for Homeless Education (NCHE) at SERVE

Principal's Actions on the Complaint

Action was taken within _____ school day(s) after receiving notice of the complaint.

Date Homeless liaison was notified of the dispute: _____

Action taken by principal to resolve the dispute:

Was the dispute resolved? ___ Yes ___ No Explanation:

Attach copy of written report that was disseminated to the complainant, school board, and SD DOE.