

DISPUTE RESOLUTION FORM FOR CHILDREN AND YOUTH IN TRANSITION
(HOMELESS) CHILD

Sweetwater County School District Number One

The McKinney-Vento Act, Education of Homeless Youth Program, Subtitle VII-B, Section 722(g)(3), provides the following guidance regarding enrollment disputes:

If a dispute arises over school selection or enrollment, the child/youth must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute [Sec. 722(g)(3)(E)(i)];

The parent or legal guardian must be provided with a written explanation of the school's decision on the dispute, including the right to appeal [Sec. 722(g)(3)(E)(ii)];

The parent/legal guardian/youth must be referred to the school district homeless contact person, who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute [Sec. 722(g)(3)(E)(iii)]; and,

In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute [Sec. 722(g)(3)(E)(iv)].

If eligibility, enrollment or placement disputes or complaints arise regarding the education of children and youth in transition, the following guidelines include:

- A. The person having the complaint first contact the school or District (e.g. the District Liaison, school principal, or Superintendent) to present their concerns to the persons closest to the situation and most likely to be able to resolve it quickly.
- B. If Step A is not successful or is not possible under the circumstances, contact should be made with the Wyoming Department of Education, State Coordinator for Homeless Children and Youth Program, McKinney-Vento Programs, Hathaway Building – 2nd Floor, 2300 Capitol Avenue, Cheyenne, WY 82002 or (307) 777-3672.
- C. If the District determination on eligibility, enrollment or school placement for child and youth in transition conflicts with the wishes of the parent or student involved are required to provide notice of the determination in writing to all parties, along with instructions on how to appeal the decision. Students are entitled to remain in their school of choice until the appeal process has reached completion. The District will include review by the Wyoming Department of Education as the final step in the appeals process.

Date Complaint Received: _____

Student Name: _____
 LAST FIRST

Phone: _____

Additional Area(s) Of Concern: _____

Resolution: _____

Date of Resolution: _____

School District Administrator's Signature: _____

Wyoming Department of Education (to be completed by WDE, when appropriate)

Sweetwater County School District Number One

Student Name: _____
 LAST FIRST

Additional Area(s) Of Concern: _____

Resolution: _____

Date of Resolution: _____

State Administrator's Signature: _____