



Butler County Schools **Education of Homeless Children and Youth** **District-Level Dispute Resolution Process Policy**

Butler County Board Policy: Section 8.2.c1 Protected Population School Admission

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2015 Every Student Succeeds Act and the McKinney-Vento Homeless Education Act of 2001, all homeless, migrant, immigrant, Foster Care, English Learners (EL), and disabled children and youth must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Butler County School System. Such children and youth will be provided the opportunity to meet the same challenging state content and state student performance standards to which all children and youth are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, Foster Care, English Learners (EL), and disabled children and youth shall not be denied or delayed due to any of the following barriers:

- Residency requirements
- Lack of Birth Certificate
- Lack of Immunizations
- Legal guardianship custody requirements
- Lack of school records or transcripts
- Lack of Transportation

The following process will be used in a case where a dispute occurs regarding the education of a homeless child or youth.

Dispute Resolution Process

Homeless Students Dispute Resolution (722(g) (1) C) of the McKinney –Vento Act)

- If a verbal or written dispute arises over eligibility, school selection, or enrollment, the LEA must immediately enroll the homeless student in the school in which enrollment is sought.
- The School Liaison must immediately provide a written copy of the dispute resolution policy to the unaccompanied youth, parent, or guardian **and** notify his/her school administrator.
- Within three business days of providing the unaccompanied youth, parent, or guardian with a written copy of the dispute resolution policy, the school principal or school homeless liaison must notify and the District Homeless Liaison of the dispute in writing.
- The District homeless liaison will consult with the Superintendent and must render a decision in writing within five (5) business days to the unaccompanied youth, parent, or guardian. The written decision must include a clear explanation of the decision regarding eligibility, school selection or enrollment including the rights of the parent, guardian or unaccompanied homeless youth to appeal the decision at the local level with a final appeal to the state level.

- If the unaccompanied youth, parent, or guardian appeals the District Homeless Liaison's decision to the LEA's Superintendent, the Superintendent shall issue the District's decision within 5 business days of second dispute appeal. The Superintendent's decision must be provided to the unaccompanied youth, parent, or guardian in writing and include clear explanation of the decision regarding eligibility, school selection or enrollment including the rights of the parent, guardian or unaccompanied homeless youth to appeal the decision at the state level.

Revised 1/23/18

For further information on the McKinney-Vento Act and resources for implementation, call the NCHE HelpLine at 800-308-2145 or e-mail homeless@serve.org

Local Contact Information
Lisa Adair, Homeless Liaison
Butler County Schools
211 School Highlands Road
Greenville, Alabama 36037
(334) 382-2655 ext. 1219
lisa.adair@butlerco.k12.al.us



**Butler County Schools
Education of Homeless Children and Youth
Written Notification of Enrollment Decision by School**

This form is to be completed by the **School Liaison or Principal** when an enrollment request is denied.

Person completing form: _____ Job Title: _____

Date: _____ School from which student is being denied enrollment: _____

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, the following written notification is provided to:

Parent or Guardian: _____

Student(s): _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied based upon the following:

- I have provided a copy of our district's Dispute Resolution Process Policy concerning enrollment for students experiencing homelessness.
- I have provided a copy of Form 2 – Request for District-Level Dispute Resolution.

Principal's Signature _____ Phone # _____

School Address: _____

You have the right to appeal this decision by completing the attached appeal form (Form 2) (or) by contacting the Butler County Schools Homeless Liaison:

Local Contact Information
Lisa Adair, Homeless Liaison
Butler County Schools
211 School Highlands Road
Greenville, Alabama 36037
(334) 382-2655 ext. 1219
lisa.adair@butlerco.k12.al.us



**Butler County Schools
Education of Homeless Children and Youth
Request for District-Level Dispute Resolution**

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth to appeal the decision of the school when an enrollment request is denied. It should be forwarded to the District Homeless Liaison within 24 hours.

Date Submitted: _____

*Person Initiating Dispute: (please print): _____

Contact Information: _____

Student: _____

Relationship to Student(s): _____

School: _____

Date Student was denied enrollment: _____

- I wish to appeal the enrollment decision made by the school.

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

- A written explanation of the school’s decision (Form 1). Please submit a copy of Form 1.
- Contact information for the district Homeless Liaison.

Please return this completed form to:

Lisa Adair, Homeless Liaison Butler County Schools 211 School Highlands Road Greenville, Alabama 36037 (334) 382-2655 ext. 1219 lisa.adair@butlerco.k12.al.us

- A copy of the District-Level Dispute Resolution Process Policy concerning enrollment for students experiencing homelessness.
- I have included a written explanation to support my appeal. (Optional)

Signature of Person Completing Form _____ Phone _____

To be completed by the Homeless Liaison

Was the dispute resolved? _____ Date: _____



**Butler County Schools
Education of Homeless Children and Youth
District Resolution of Complaint**

This form is to be completed by the District Homeless Liaison to outline for the parent, guardian, caretaker, or unaccompanied youth what action was taken to resolve the complaint made against the school for denying enrollment. A copy should be provided to the person initiating the dispute and to the school in question within 5 days of receipt of complaint.

Date: _____

Person Initiating Dispute: _____

Student Name(s): _____

School Name: _____

District Action on Complaint

Action taken within _____ days after receiving notice of the complaint.

Did the Homeless Liaison resolve this dispute? Yes No

If the dispute was resolved, describe the actions taken by the Homeless Liaison to resolve the dispute to the satisfaction of the parent/guardian:

If the dispute was not resolved to the satisfaction of the parent/guardian, provide the date that the District Homeless Liaison convened a meeting of the parties and briefly describe the outcome of this meeting:

Signature of Homeless Liaison

Date

Notice to Appeal
You have the right to appeal the decision of the District Homeless Liaison using Form 4. The student will be immediately admitted to the school in which enrollment is sought and transportation will be provided pending resolution of the appeal.

Alabama Department of Education State-Level Letter of Appeal

Form 4

Date: _____

Re: Homeless Dispute for Butler County Schools

Alabama Department of Education Homeless Coordinator
Federal Programs
Montgomery, Alabama 36130-2101

Dear State Homeless Coordinator:

My name is _____ . My child(ren) attend school at
(Please print)

_____ in _____, Alabama.
(Name of School) (Name of City/Town)

I need your help with the following problem(s). I have checked the box that fits my situation. I have included a brief statement in the space provided.

- The School District would not enroll my child (children).

- Child(ren) couldn't begin school because they didn't have all their medical and/or school records.

- Child(ren) not permitted to stay in their current school.

- Special Education testing/placement services were denied or unavailable.

- School District will not provide transportation to stay in the current school.

- Other _____

I have written on the reverse side what has already been done to help me. (Optional)

Please call me at _____ Or, you can write to me at _____

Parent/Guardian Signature