

Kodiak Island Borough School District
722 Mill Bay Road
Kodiak, AK 99615
907-486-7550

McKinney-Vento Dispute Resolution Process

Background Information

According to the McKinney-Vento Act, children and youth experiencing homelessness may continue attending their school of origin -where they were enrolled prior to becoming eligible for McKinney-Vento support- or enroll in and attend the local/attendance area school per the location of their current residence.

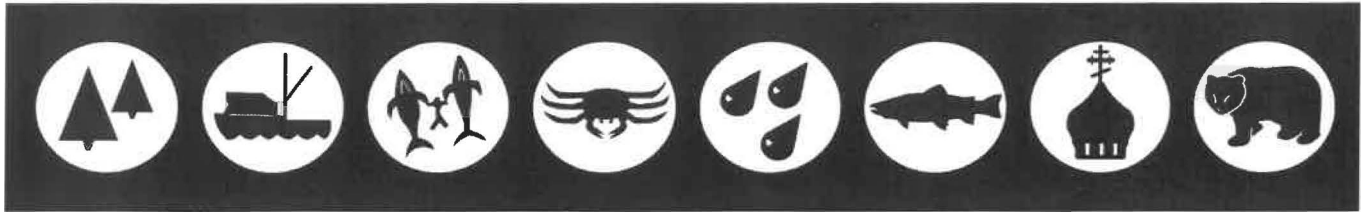
The choice of where a child attends school is in keeping with and guided by what is in the student's best interest. The law specifies that in determining the best interest of the student the district will keep a child experiencing homelessness in the school of origin, to the extent feasible, unless the parent/guardian wants to enroll the child in the neighborhood attendance area school where they now actually live.

The decision about which school the student should attend -the school that is in the best interest of the student- is left up to the parent/guardian. If the student is an unaccompanied youth, the Homeless Liaison shall assist in the placement or enrollment decisions and should consider the views of the unaccompanied youth.

If the district denies the homeless student enrollment at the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district must provide a written explanation to the parent/guardian or student, including information regarding the right to appeal this decision.

This packet contains the following Dispute Resolution Process notifications in forms to be completed by the school /district in parent/guardian or student as indicated:

- Dispute Resolution Process with Timelines
- Enrollment Decision - written notification (District completes)
- Enrollment Denial Appeal Form- (parent/guardian or unaccompanied youth completes)



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Process Overview

In accordance with the McKinney-Vento Act, children and youth experiencing homelessness may continue attending their school of origin where they were enrolled prior to becoming eligible for McKinney-Vento services, or they may enroll at the attendance area school per the location of their current residence.

The McKinney-Vento Homeless Assistance Act acknowledges that disputes about school placement may arise between the school district and homeless students and their parents, or unaccompanied youth. When the district and parent/guardian or unaccompanied youth disagree with the district's placement of the student, the Act requires the school district to have a dispute resolution process in place to resolve the disagreement.

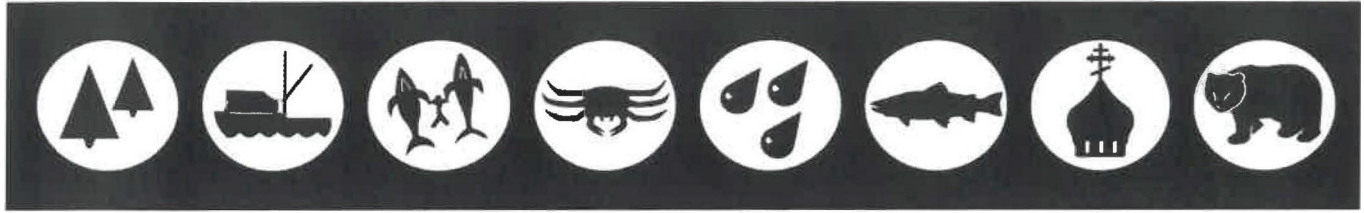
The Kodiak Island Borough School District will follow the dispute resolution process described below:

Level I Dispute: The parent or unaccompanied youth must submit an Enrollment Denial Appeal Form to the Homeless Liaison within ten (10) business days of receiving an Enrollment Denial Decision Written Notification. The Enrollment Denial Appeal Form may be submitted directly to the liaison or to the building administrator who will forward it to the Liaison. The Liaison must make a determination within five (5) business days of receipt of the Enrollment Denial Appeal Form. The Liaison must then provide the determination, in writing, to the parent or unaccompanied youth. If the parent or unaccompanied youth wishes to appeal the Homeless Liaison's decision, they have the right to go to Level II.

Level II Dispute: Upon receipt of the Level I written determination, the parent or unaccompanied youth may appeal the decision by submitting within five (5) business days the Enrollment Denial Appeal Form to the Liaison who will forward the appeal to the Superintendent/designee. Within five (5) business days, the Superintendent/designee will arrange a conference with the parent or unaccompanied youth. The Superintendent/designee will provide a written determination within five (5) business days of the conference. If the parent or unaccompanied youth wishes to appeal the Superintendent/designee's decision, they have the right to go to Level III.

Level III Dispute: Upon receipt of the Level II written determination, the parent or unaccompanied youth may appeal the decision by notifying the Liaison within five (5) business days after receipt of written notification of the Level II decision. The district will then provide the Alaska State Department of Education and Early Development's Homeless Liaison Program Manager all of the written documentation and related items within five (5) business days for a review. A final decision will be made within fifteen (15) business days of receipt of the complete packet. The decision made by the State Department of Education and Early Development shall be the final resolution.

The dispute resolution process for the school placement of homeless children and youths shall not be used in an effort to circumvent or supersede any part of the federal McKinney-Vento Act. The student has the right to enroll immediately (or remain enrolled) in the school of origin or attendance area school as requested by the parent, guardian, or unaccompanied youth pending the resolution of the dispute.



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McKinney-Vento Dispute Resolution Process

Enrollment Decision - Written Notification

This form is to be completed by the school district when an enrollment request for a McKinney-Vento eligible student is denied at either the school of origin or the local area attendance school.

Date:

Name of School:

District Personnel completing the Form

Personnel Name:

Personnel Title:

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Name of Parent(s)/Guardian(s):

Initial here:

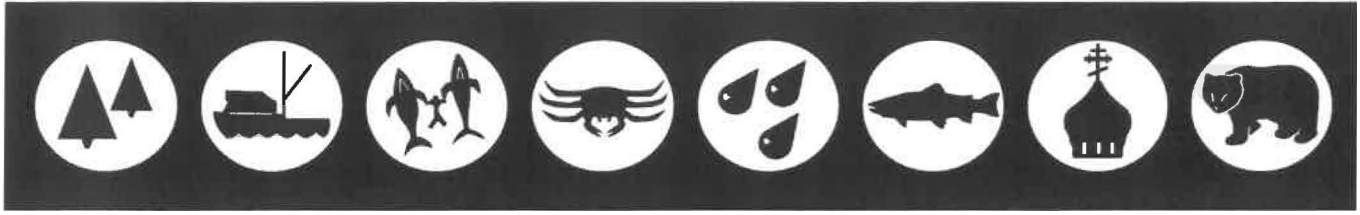
Name of Student:

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

- If the district has denied continued enrollment at your child's school of origin, you have the right to appeal this decision.
- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute and receive all program services for which the student is eligible including transportation to the school of origin.
- You may provide written or verbal communication to support your position regarding the student's enrollment in the requested school. The form attached is provided for your convenience.
- You may contact the District or State Liaison for Homeless Education if further help is needed or desired.

Kodiak Island Borough School District
Homeless Liaison
Kim Saunders
(907) 486-7550
Ksaunders01@kibsd.org

Alaska Dept. of Education and Early Development
Homeless Liaison Program Manager
Cecilia Miller
801 W 10th St, Suite 200
PO Box 110500
Juneau, AK 99811
(907) 465-8703
Cecilia.miller@alaska.gov



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McKinney-Vento Dispute Resolution Process Enrollment Denial Appeal Form

This form is to be completed by parent/guardian or unaccompanied youth when they dispute arises over school enrollment. The information may be shared verbally with the District Homeless Liaison instead of completing this form. The Homeless Liaison may be contacted at: 907-486-7550.

Today's Date: _____

Name of school where enrollment
was denied: _____

Name of person
completing this form: _____

Relationship to student: _____

Name of student or youth: _____

I have received the written explanation of the district's placement decision concerning the student named above. I disagree with the district's placement decision and I am appealing that decision for the following reasons (additional pages can be attached if necessary):

I have been provided with:

- A written explanation of the district's decision
- Contact information for the district and state homeless liaisons
- A copy of the enrollment dispute resolution process

Signature of person completing the form

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Kim Saunders
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