

**McKinney-Vento Homeless Education (Title IX, Part A of ESSA) Dispute Resolution Procedure**

The parent, guardian, or unaccompanied youth must be provided with a written explanation of any dispute- related decisions made by the school, LEA, or SEA involved, including the right of the parent, guardian, or unaccompanied youth to appeal such decisions. The LEA must provide this written explanation, including the reasons for its determination and information regarding the right to appeal, in a manner and form understandable to the parent, guardian, or unaccompanied youth. In the case of an unaccompanied youth, the local liaison must ensure that this written notice is provided directly to the youth

Colorado’s dispute resolution procedure was revised in 2015 to reflect the duties and required responsibilities of the LEA Liaison. Copies of this procedure should be available upon request to local service providers, parents of students experiencing homelessness and unaccompanied youth.

This procedure will be used for all disputes related to eligibility, school selection or enrollment. [42 U.S.C. §11432(g)(3)(E)]. The Act requires schools to enroll students immediately in the school in which they are seeking enrollment, until the dispute reaches its final resolution, including all available appeals [42 U.S.C. §11432(g)(3)(E)(i)]. For unaccompanied youth, the liaison must ensure the youth is immediately enrolled in the school in which the youth seeks enrollment pending resolution of the dispute [42 U.S.C. §11432(g)(3)(E)(iv)]. Since the Act defines “enroll” as including attending classes and participating fully in school activities, students must be afforded full participation and provided all appropriate services while the dispute is pending. State and local dispute resolution procedures “should address barriers to attending classes and fully participating in school activities.” 2017 Guidance, K-2.**The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute**

The procedure shall follow the outlined sequence of:

LEA Liaison Communication

The parent, guardian, or unaccompanied youth will contact the LEA Liaison. At that point it is the responsibility of the liaison to assist the person with prompt resolution within ten business days or assist in proceededing to the next step, or contact a mediator from the Colorado Mediator Resource Network to support parties in dispute. There is nominal fee for the district and no fee for the parent or unaccompanied youth.

SEA Coordinator Communication

The liaison will attempt to resolve the issue with the LEA by following the district dispute policy. If the dispute is not resolved at this point, the liaison will contact the State Coordinator for the Education of Homeless Children and Youth(State Coordinator). The State Coordinator will attempt to resolve the conflict informally through communication with the LEA, the LEA Liaison, and the affected party(ies).

Formal Complaint

If the State Coordinator is unable to resolve this conflict within 15 business days, the parent, guardian or unaccompanied youth may file a written complaint to the State Coordinator. A team consultation (including but not limited to the McKinney-Vento State Coordinator and the Director of Student Support at the Colardo Department of Education) will review the complaint with the mandates of Title IX, Part A of the Every Student Succeed Act. The decision will be made within 15 business days and the written decision will be emailed to all parties through a secure platform such as syncplicity. To request a secure platform please complete the following [form](https://app.smartsheet.com/sheets/fchcg48c9jXXG22qRPwPh7qfCqMXvPC3cRpQqpQ1). <https://app.smartsheet.com/sheets/fchcg48c9jXXG22qRPwPh7qfCqMXvPC3cRpQqpQ1>

The Dispute Report Form should be used during the resolution process. This form and procedure may be downloaded from the Colorado Department of Education website. <https://www.cde.state.co.us/studentsupport/homeless_liaisons>

# **McKinney-Vento Homeless Education Dispute Resolution Form**

School District: Liaison:

E-mail Address: Phone:

Date of first contact between liaison, parent/guardian or unaccompanied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the issue(s) in question:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other School District Contacts w/phone numbers: (Principal, Superintendent, or other individuals involved)

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(send to CDE within 10 business days)

**Initial to verify completion**

\_\_\_\_\_\_\_\_\_\_ Resolution at School District Level (describe below)\*

\_\_\_\_\_\_\_\_\_\_ The Dispute Resolution Form, including any attachments, must be emailed through a secure platform. Please complete the following [form](https://app.smartsheet.com/sheets/fchcg48c9jXXG22qRPwPh7qfCqMXvPC3cRpQqpQ1) to receive access to a secure platform. <https://app.smartsheet.com/sheets/fchcg48c9jXXG22qRPwPh7qfCqMXvPC3cRpQqpQ1>

\_\_\_\_\_\_\_\_\_\_ A mediator from the Mediator Resource Network was utilized in the process

\*Describe Resolution Results at the School District Level:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Homeless Education Liaison Signature

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This form must be submitted to: Paula Gumina, Highly Mobile Student Programs Manager via a secure platform. Please complete the following [form](https://app.smartsheet.com/sheets/fchcg48c9jXXG22qRPwPh7qfCqMXvPC3cRpQqpQ1) to receive access.