



Dropout Prevention and Student Re-engagement
201 East Colfax Avenue
Denver, CO 80203-1799

McKinney-Vento Homeless Education (Title X, Part C of ESEA) 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.

A dispute resolution procedure was created in the first state plan and has now been revised 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 dispute resolution issues regarding homeless children and youth including educational placement. **The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.**

The procedure flows through the following steps:

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 going to step B 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. 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, then 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 Dropout Prevention and Student Re-engagement) will review the complaint with the mandates of the Title IX, Part A law. The decision will be made within 15 business days and the written decision will be mailed to all parties by registered mail.

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.

http://www.cde.state.co.us/dropoutprevention/homeless_disputes



**McKinney-Vento Homeless Education Assistance Dispute Resolution Form
(To be filled out by the District Homeless Education Liaison)**

School District: _____ Liaison: _____

E-mail Address: _____ Phone: _____

Date of first contact by student, parent, guardian or representative _____

Name of Student _____

Describe the issue(s) in question:

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

Date _____ (send to CDE within 10 business days)

	Check Applicable
Resolution at School District Level (describe below)*	
The Dispute Resolution Form, including any attachments, must be mailed, hand-delivered, or delivered by other secure method to Kerry Wrenick, State Coordinator for Homeless Education. Faxes and e-mails will not be accepted.	
A mediator from the Mediator Resource Network was utilized in the process	

*Describe Resolution Results:

District Homeless Education Liaison Signature

This form must be filed with: Kerry Wrenick, LMSW
The State Coordinator for Homeless Education
Colorado Department of Education, 201 E. Colfax Avenue, Denver, Colorado 80203