

## ADMISSION OF HOMELESS STUDENTS

### Enrollment Dispute Resolution Process

The District is committed to facilitating the timely resolution of disputes regarding the educational placement of homeless children and youth. The process may address issues concerning: enrollment, transfer of records, transportation, comparable services, guardianship, medical records, residency, school of origin/school of choice issues along with any related homeless education concerns.



Should a dispute arise over school selection or enrollment in a school, the parents, guardians and unaccompanied youth may initiate the resolution process directly at the school they choose or with the District homeless liaison. Written and/or oral communication may be provided to support their views. Students are provided with all services for which they are eligible while the dispute is being resolved.

Disputes should be resolved at the District level, rather than the school level. The District makes the resolution process as informal and accessible as possible, allowing for impartial and complete review.

Written documentation from the District is complete, as brief as possible, simply stated and provided in a language the parent, guardian or unaccompanied youth can understand. The following steps are taken when a dispute arises over school selection or enrollment in a school:

1. The District provides the parent/guardian with a written explanation of the school's decision regarding school selection or enrollment.
2. The District informs the parent/guardian in writing of their right to appeal the decision.
3. Should the dispute continue, the District refers the parent/guardian to the local homeless liaison who shall review the complaint and issue an opinion in writing to the parent/guardian.
4. Should the dispute continue, the local homeless liaison assists the involved parties in presenting the situation to the Ohio Department of Education homeless education coordinator.
5. The state homeless education coordinator recommends a decision for distribution to the parent, local Superintendent and District liaison.
6. Should the dispute continue, the final appeal is made to the State Superintendent of Public Instruction for review and disposition.

(Approval date: January 25, 2016)