

## **Enrollment Dispute Resolution Process for Kansas Public Schools**

Disagreements and disputes are to be settled as close to the point of conflict as possible. Each local homeless education liaison shall assist the family and school to ensure compliance with federal and state legislation and policy governing the education of children and youth experiencing homelessness. The liaison shall work with the appropriate school division representatives to address any policies or procedures that are identified as barriers in the access to and success within a free appropriate public education. The Office of the State Coordinator of Homeless Education may be consulted at any time for technical assistance.

### **Dispute Resolution Process for School Selection or Enrollment**

If a school chooses to send a child or youth to a school other than the school of origin or the school of residency selected by the family or unaccompanied youth, the school shall consult with the local homeless liaison prior to making a final placement determination. If the school's denial of enrollment is supported by a review of feasibility and best interest, the school shall provide the parent or guardian of the child or youth with a written explanation of the school's decision regarding school selection or enrollment, including the rights to the parent, guardian, or unaccompanied youth to appeal the decision [§722(g)(3)(B)(ii)]. The local homeless education liaison shall maintain a copy of such written notification. If an appeal is requested either in writing or verbally, as outlined in §722(g)(3)(E), the school shall:

- Immediately admit the student to the school in which enrollment is sought and provide all services for which the student is eligible, pending resolution of the dispute; and
- Refer the child, unaccompanied youth, parent, or guardian to the designated local homeless education liaison who should carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute.

When the liaison is notified of an enrollment dispute by the State Coordinator, a school district staff member, a family, or unaccompanied youth experiencing homelessness, or another entity, the liaison shall:

- Initiate the documentation on the Enrollment Dispute Resolution form;
- Ensure the child or unaccompanied youth is immediately admitted to the school in which enrollment is sought and provided with all services for which the student is eligible, pending resolution of the dispute. Transportation must be arranged while the dispute is being resolved;
- Review feasibility and best interest guidance documents with the school and appropriate central office personnel. [ §722(g)(3)(E)] and “Determining Feasibility for School Placement” document;

- Contact any associated district's local homeless education liaison to participate in the decision making process if another school district is involved;
- Consult with the State Coordinator for additional technical assistance, as needed; and
- Provide the family or unaccompanied youth with a written determination of the district's placement decision, including the ability to appeal the decision at the state level by contacting the Kansas State Homeless Coordinator within 10 business days.

A parent, guardian, or unaccompanied youth appeal of a school district's decision must be submitted to The Kansas State Homeless Coordinator within 10 business days of receiving the school district's notice.

When an appeal is made to the state level, the State Coordinator or designee shall:

- Review school district records and information provided by the appealing family or unaccompanied youth to ensure proper procedures were followed; and
- Forward a recommendation to the Director of Title Programs and Services regarding the appropriate placement for the student within five working days of receiving the appeal based on the review of school district records, any supplemental information provided when appropriate.

The Director of Title Programs and Services, or designee will make the final determination. The family or unaccompanied youth and the school district(s) will be informed of the final disposition within 10 business days of receiving the case and recommendation from the State Coordinator for Homeless Education.

Upon notification by the Director of Title Programs and Services, or designee, the State Coordinator will:

- Provide technical assistance to the school district, as needed, to comply with the final determination.
- Contact the school district within 30 business days from the final disposition by the Director of Title Programs and Services, or designee, to determine the status of the child or youth's enrollment.

**Written Notification of School Selection or Enrollment Decision**

**To be completed by the receiving school when an enrollment request is denied**

Date: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Title: \_\_\_\_\_

School: \_\_\_\_\_

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

Parent or Guardian \_\_\_\_\_

Student(s): \_\_\_\_\_

After receiving your requested school selection or enrollment for the student(s) listed above, the request is denied. This determination was based upon:

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You have the right to appeal this decision by completing the second page of this notice or by contacting the school district's homeless education liaison:

Liaison's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

In addition:

- The student listed above has the right to enroll immediately in the school of choice pending resolution of the dispute.
- You may provide written or verbal documentation to support your position. You may use the form attached to this notification.
- You may seek the assistance of advocates or attorneys.
- You may contact the State Coordinator for Homeless Education at 785-296-6714.

A copy of the Kansas Dispute Resolution process for students experiencing homelessness is attached.

**Written Notification of School Selection or Enrollment Decision**

**This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison, as an alternative to completing this form.**

Date Submitted: \_\_\_\_\_

Student(s): \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Relationship to student(s): \_\_\_\_\_

I may be contacted at (phone or e-mail) \_\_\_\_\_

I wish to appeal the enrollment decision made by:

School \_\_\_\_\_

I have been provided with:

- A written explanation of the school's decision,
- Contact information for the local homeless education liaison, and
- Enrollment dispute Process for Kansas Public Schools.

**Optional:** You may include a written explanation to support your appeal in this space or provide your explanation verbally.

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The school provided me with a copy of this form when submitted. \_\_\_\_\_(Initial)

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**State Coordinator of Homeless Education**  
**Kansas State Department of Education**  
(785) 296-6714  
Fax: (785) 296-5867  
TTY: (785) 296-6338  
Email: [ttoedman@ksde.org](mailto:ttoedman@ksde.org)