

**STUDENT PLACEMENT DISPUTE PROCESS**  
**McKinney Vento Homeless Education Assistance Act**



A homeless child or youth has the right to remain at his or her school of origin (public school that the child attended when permanently housed, or the public school in which the child was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend. If the student is eligible to attend more than one school, parents/caregivers or unaccompanied youth will have the option of choosing the school they wish to attend.

When a dispute arises over school placement, the Homeless Coordinator or parent/caregiver or unaccompanied youth will complete a *Student Placement Dispute* form and submit it to the Pupil Services Director for determination. After a determination is made, a copy of the completed *Notification of Dispute Resolution* form will be provided to the individual. If the matter has not been satisfactorily addressed, the individual may submit a written request for a conference with the Superintendent. Following the conference, the Superintendent will respond, in writing to the individual. If the matter has not been satisfactorily addressed, the individual may submit a written request to the Board to address the matter. After reviewing all material related to the matter, the Board will grant a hearing. The individual will be advised, in writing, of the Board's decision within five business days following the next regular Board meeting. The student has the right to attend the school of choice (school of origin or school of residence) until the dispute is resolved.

The parents/caregivers or unaccompanied youth can contact the State Coordinator for Homeless Education at (608) 267-7338 for additional information.

**STUDENT PLACEMENT DISPUTE FORM**  
**McKinney Vento Homeless Education Assistance Act**



A homeless child or youth has the right to remain at his or her school or origin (public school that the child attended when permanently housed, or the public school in which the child was last enrolled) or to attend the school located in the area that they are currently residing. If the student is eligible to attend more than one school, parents/caregivers or unaccompanied youth will have the option of choosing the school.

When a dispute arises over school placement, this form is to be completed by the parent/caregiver or unaccompanied youth. The Homeless Coordinator or building social worker can provide assistance to the parent/caregiver or unaccompanied youth to complete this form.

_____	_____
(student/dob)	(requested school)
_____	_____
(student/dob)	(requested school)
_____	_____
(student/dob)	(requested school)

Person filing dispute: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Please write a brief explanation of your dispute: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**Return this completed form to Ashwaubenon School District's Homeless Coordinator.**

**Note:** The student will attend the school requested (school of origin or school of residence) by the parent/caregiver or unaccompanied youth until the dispute is resolved.

Homeless Coordinator: \_\_\_\_\_ Date received: \_\_\_\_\_

**NOTIFICATION OF STUDENT PLACEMENT DISPUTE RESOLUTION**  
**McKinney-Vento Homeless Education Assistance Act**



DATE: \_\_\_\_\_

TO: \_\_\_\_\_

RE: \_\_\_\_\_  
(student/dob) (requested school)

\_\_\_\_\_ (student/dob) (requested school)

\_\_\_\_\_ (student/dob) (requested school)

After reviewing your request, the enrollment request is:     denied     approved

This determination was based on: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student assigned to: \_\_\_\_\_  
(assigned school)

Start date: \_\_\_\_\_

If you wish to appeal this decision, you may submit a written request for a conference with the Superintendent.

You may contact the State Coordinator for Homeless Education at (608) 267-7338 for additional information.

Sincerely,

Pupil Services Director  
Ashwaubenon School District  
(920) 492-2900