Milwaukee Public Schools
Homeless Education Program

Student Placement Dispute Form

A homeless child or youth has the right to remain at his or her school of origin (public school that the child or youth attended when permanently housed, or the public school in which the child or youth was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend.

When a dispute arises over school placement, this form is to be completed by the parent/caregiver or unaccompanied youth. The Homeless Coordinator, in consultation with the parent/caregiver or unaccompanied youth, can also complete the form. A Homeless Coordinator can be contacted at (414) 475-8911.

Student ___________________________________________________________________________________________________

MPS ID ___________________________________________________________________ Date of birth ______________

Person filing dispute __________________________________________________________________________________________

Relationship to student _______________________________________________________________________________________

I may be contacted at: Phone __________________________________________________________________________________

E-mail __________________________________________________________________________________________

I have been provided with a copy of the Student Assignment Form indicating the school placement. Check one. □ Yes □ No

School assigned __________________________________________________________________________________________

School requested __________________________________________________________________________________________

Please write a brief explanation of your dispute.

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

Signature __________________________________________________________________________ Date _________________

PARENT/CAREGIVER OR UNACCOMPANIED YOUTH

Return this completed form to the Homeless Education Program at Central Services.
If turned in at the school, school staff must fax to the HEP office at (414) 777-7803.
Note: The student will attend the requested school until the dispute is resolved.

Homeless Coordinator signature: __________________________________________________________________________ Date _________________

A copy of the form must be given to the parent/caregiver or unaccompanied youth. The form will be faxed to both the assigned school and the requested school by the Homeless Coordinator. The parent will receive written notification of the dispute resolution within five business days.
Written Notification of Dispute Resolution

Date:_________________________

To: Parent/caregiver or unaccompanied youth STUDET NAME HERE


After reviewing your request to enroll the student listed above at _________________ REQUESTED SCHOOL
School, the enrollment request is: Check one. □ Denied □ Accepted

This determination was based upon:____________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Student is assigned to ___________________________________________ Start Date ________________________

You have the right to appeal this decision to the Wisconsin Department of Public Instruction (the procedure is attached). You may contact the State Coordinator for Homeless Education at the Wisconsin Department of Public Instruction at (608) 261-6822. You may also seek the assistance of an advocate or attorney.

Sincerely,

Director of Parent and Student Services
Milwaukee Public Schools
(414) 475-8692

Department of Parent and Student Services
5225 W. Vliet St., P.O. Box 2181 ▪ Room 133 ▪ Milwaukee, WI 53201-2181
Phone: (414) 475-8448 ▪ FAX: (414) 475-8626 ▪ TTY: (888) 692-1408
E-mail: 555@milwaukee.k12.wi.us
Milwaukee Public Schools
Homeless Education Program

Student Placement Dispute Process

A homeless child or youth has the right to remain at his or her school of origin (public school that the child or youth attended when permanently housed, or the public school in which the child or youth was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend.

When a dispute arises over school placement the Homeless Coordinator, in consultation with the parent/caregiver or unaccompanied youth, will complete a student placement dispute form. A Homeless Coordinator can be contacted at (414) 475-8911. The Homeless Coordinator will submit the dispute form to the Homeless Liaison. The Homeless Liaison will make a determination and send the disputant a copy of the Written Notification of Dispute Resolution form. The student has the right to attend the school of choice until the dispute is resolved.