

Dear Parent, Guardian, or Youth:

Because the district seeks to place your child(ren) in a school other than the school of origin or the school you requested, we are providing this information packet to inform you of your right to appeal our decision.

Included, you will find the following:

1. Written contact information for the school district's Homeless Liaison and State Coordinator
2. Receipt of dispute resolution packet
3. A detachable form that you can complete and turn into the school or Homeless Liaison to initiate the dispute process
4. A written step-by-step description of how to dispute the school district's decision, along with information
5. Written notice of the right to enroll immediately in the school where enrollment was sought pending resolution of the dispute
6. Written timelines for resolving district- and state-level appeals.

If, at any time, you have questions regarding the dispute resolution process, you can contact the district Homeless Liaison or the State Homeless Education Coordinator, and they will assist you with the process.

School District Homeless Liaison
Tracey Hilpert
Mary Walker School District
500 N. 4th Street – P.O. Box 159
Springdale, WA 99173
509.258.4749

WA State Homeless Education Coordinator
Melinda Dyer
Office of the Superintendent of Public Instruction
PO Box 47200
Olympia, WA 98504
360.725.6050

Receipt of Dispute Resolution Information

Date: _____

I, _____, am the parent, guardian, or youth attempting to enroll my child/ren or myself in the following school(s):

Child's Name:

School(s):

I have received the explanation of my child's placement. This explanation included:

1. Contact information for the district's Homeless Liaison and the Office of the Superintendent of Public Instruction's Homeless Education Coordinator
2. A copy of the dispute resolution process
3. Paperwork to complete if I wish to dispute the district's decision
4. Directions on how to complete the dispute resolution paperwork
5. A summary of the McKinney-Vento Act

I understand that the school district will ensure that my child/ren will attend and fully participate in the school where enrollment is sought while the dispute process is carried out.

Parent/Guardian/Youth Signature

Date

School District Personnel Signature

Date

Upon receipt of the dispute resolution packet, please sign this form and return it to the school where you are attempting to enroll or to the district's Homeless Liaison.

Dispute Resolution Form

Date: _____

I have received the explanation of the district's placement decision concerning my children/myself, (name): _____. I disagree with the district's placement decision, and I am appealing that decision for the following reasons:

I understand that the district will ensure that my child/I will have the opportunity to attend and participate at the school where enrollment is sought while the dispute is being carried out.

Parent/Guardian/Youth Signature

Date

School District Personnel Signature

Date

School District Use Only:

☐ Level I Appeal

☐ Level II Appeal

☐ Level III Appeal