

Alabama Education Stability for Foster Students

Madison City Schools

Madison County Schools

Huntsville City Schools

Local Education Agency (LEA) Collaborative Foster Care Plan

LEA Students in Foster Care Overview

Number of Students in Foster Care Previous Year, SY 2023-2024:

Madison City Schools - 41

Huntsville City Schools - 125

Madison County Schools - 111

Number of Students in Foster Care Currently Enrolled, SY 2024-2025:

Madison City Schools - 29

Huntsville City Schools - 81

Madison County Schools - 125

Number of Students in Foster Care SY 2025-2026 (Currently Enrolled):

Madison City Schools - TBD Fall 2025

Huntsville City Schools - TBD Fall 2025

Madison County Schools - TBD Fall 2025

List Agencies in Collaboration:

Madison City Board of Education
211 Celtic Drive, Madison, AL 35758

Huntsville City Board of Education
P.O. Box 1256
Huntsville, AL 35807-4801

Madison County Board of Education
1275 Jordan Road, Huntsville, AL 35811

Madison County Department of Human Resources
2206 Oakwood Ave NW, Huntsville, AL 35810

Limestone County Department of Human Resources
1007 West Market Street, Athens, AL 35612

Policy Review and Revision (Describe how each agency in collaboration reviewed policies and the revisions made to policies as a result of reviews)

Madison City Schools: [Policy Manual, Section VI. Students, Policy 6.1.2 – Admission to Schools](#)

Huntsville City Schools: Policy Manual, Section VI. Students, Policy 6.1.2g - Admission to Schools

Madison County Schools: [Policy Manual, Section VII Instructional Program, Policy 7.12 - Homeless, Migratory, Immigrant, Foster Care and ELL Enrollment/Education](#)

Collaborative meetings between LEAs and DHR are held annually to make jointly informed decisions about children in foster care and to remove barriers that may hinder the implementation of the Title I foster care provisions. During these meetings policies are reviewed and revised to comply with the state and/or federal guidelines. It is our goal to ensure that the appropriate interventions and strategies are in place to support foster care students to succeed in school. The most recent collaborative foster care planning meeting was held **May 21, 2025**.

Describe Collaboration and Coordination with Agencies (Include a list of team members, positions, signatures, and agencies):

Huntsville City, Madison County, and Madison City LEAs and the Departments of Human Resources will conduct ongoing meetings and conversations to make informed decisions regarding children in foster care. All efforts are made to remove barriers that may hinder the implementation of the Title I foster care provisions. A [meeting](#) was held on May 21, 2025. **In attendance:** Natalia Dooley and Kaetlyn Hermann, Madison City Schools Federal Programs/Foster Care Liaisons; Jamie Golliver, Madison City Schools Safety and Security Coordinator; Stephanie Allen, Madison City Mental Health Coordinator; Linda Arrendondo, Madison County Schools Federal Programs/Foster Care Liaisons; Tameka McGill, Huntsville City Schools Homeless/Foster Care Liaison; Briana Hawkins, Social Worker Madison City Schools; Rachel Heard, Madison County DHR Assistant Director; Paul Arnold, Madison County DHR QA Coordinator; **Carla Ingle, Limestone County DHR Director; Shannon Winthrow, Fostering Roots Foundation**

Foster Care Collaborative Team Members

Madison City Schools:

Natalia Dooley, Federal Programs Coordinator Natalia Dooley
Kaetlyn Hermann, Federal Programs Assistant Coordinator Kaetlyn Hermann
Briana Hawkins, Social Worker Briana Hawkins
Heather Myers, Social Worker Heather Myers
DeAnna Haataja, Social Worker DeAnna Haataja
Susan Zinkil, Coordinator of Special Education Susan Zinkil
Travis Schrimsher, Transportation Specialist Travis Schrimsher
Dorinda White, Director of Student Services Dorinda White
Jamie Golliver, Safety and Security Coordinator Jamie Golliver

Huntsville City Schools:

Tameka McGill, Homeless Liaison Tameka McGill
Scott Gillies, Transportation Coordinator _____
Melissa Lindsey, Executive Director of Prevention and Support Services _____
Jasmine Green, Student Welfare & Social Services Coordinator _____
Tamara Robbins, ESOL Coordinator _____
Towana Smith, Federal Programs Coordinator _____
Elizabeth Long, Director of Special Education _____

Madison County Schools:

Linda Arredondo, Federal Programs Resource Specialist Linda Arredondo
Yolanda Wright, Federal Programs Supervisor _____
Daniel Spears, Director of Transportation _____
Rachel Ballard, Director of Equity and Innovation _____
Pamela Carter, District Social Worker _____

Madison County Department of Human Resources

Rachel Heard, Child Welfare Assistant Director _____
Paul Arnold, QA Coordinator Paul Arnold

Limestone County Department of Human Resources

Carla Ingle, Director, Carla Ingle

LEA(s) Point(s) of Contact:

Madison City Schools: Natalia Dooley, Federal Programs Coordinator, (256) 464-8370, ext. 10355, [REDACTED], nadooley@madisoncity.k12.al.us; Kaetlyn Hermann, Federal Programs Coordinator, (256) 464-8370, ext. 10261, [REDACTED], khermann@madisoncity.k12.al.us; Briana Hawkins, Social Worker, [REDACTED], bbhawkins@madisoncity.k12.al.us, Heather Myers, Social Worker, [REDACTED], hmyers@madisoncity.k12.al.us

Huntsville City Schools: Tameka McGill, Homeless Liaison, (256) 963-9813(off), tameka.mcgill@hsv-k12.org

Madison County Schools: Linda Arredondo, Homeless and Parent Engagement Resource Specialist, (256) 852-2557, ext. 62251 (office), [REDACTED], larredondo@mcssk12.org

DHR(s) Point(s) of Contact:

Madison County DHR:

Rachel Heard, Child Welfare Assistant Director, (256) 427-6388, ext. 6281, Rachel.Heard@dhr.alabama.gov

Paul Arnold, QA Coordinator, (256) 427-6201, Paul.Arnold@dhr.alabama.gov

Limestone County DHR:

Carla Ingle, Director, carla.ingle@dhr.alabama.gov

Bethany Foster, QA Coordinator, bethany.foster@dhr.alabama.gov

2 C. F. R. §§ 200.331(d), 200.328(a); 34 C.F.R. §76.770; ESSA SECTION 1111(1)(e) - LEAs must implement the Title I educational stability requirements of children in foster care, including ensuring that:

- A child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
- If it is not in the child's best interest to stay in his or her school of origin the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and
- That the new (enrolling) school immediately contacts the school of origin, to obtain relevant academic and other records.

Describe procedures for implementing the above provisions.

A student in foster care will enroll immediately or remain in the student's school of origin, unless it is determined that remaining in the school of origin is not in such a student's best interest. If it is not in a student's best interest to stay in the school of origin, a student in foster care may be enrolled in any school in the system that serves the attendance area in which the student is living, even if the student is unable to produce records normally required for enrollment, the student will be enrolled immediately. [Reference: 20 U.S.C. §§6311(g)(1)(E)]

Madison City, Huntsville City, and Madison County LEAs will engage in a collaborative process with the the Department of Human Resources (DHR) and foster parent(s) to determine the best interest of the student and ensure the student remains in the school of origin, if it meets the best interest of the child. If a foster parent enrolls a student without contacting DHR, LEA foster care liaison will contact DHR foster care liaison to initiate collaboration for the determination of the best interest of the child. If the best interest determination shows that it is not in the child's best interest to remain in the school of origin, the DHR caseworker, previous LEA, and foster parent(s) will collaborate with the new school to enroll the child immediately. The new enrolling school will contact the school of origin to obtain the student's academic records. The previous school will transfer the records within 15 work days to the new enrolling school.

ESSA Section 1111(g)(1)(E)(i) – A description of how the LEA in collaboration with the local child welfare agency will ensure that in determining whether it is in the child's best interest to remain in his or her school or origin, and LEA takes into consideration all factors relating to a child's best interest.

Description of how the LEA will work with child welfare agencies to develop a clear policy or protocol on how to make best interest determinations including making every effort to gather meaningful input from relevant parties, in addition to required child welfare and school representatives, in deciding what school placement is in a child's best interest.

Include a description of protocols in this description.

Madison City, Huntsville City, and Madison County LEAs will engage in a collaborative process with the DHR to utilize current guidelines to make the best interest determinations for each student in foster care (see Best Interest Determination, Appendix A). The stakeholders will solicit input from all included parties, in addition to DHR and LEA representatives, to identify the school placement that is in the child's best interest. The following factors will be considered for the best interest determination for each student in foster care:

1. The child's preference
2. The views of the parents or the person with education decision-making rights

3. The child's attachment to school and staff
4. The placement of the child's siblings
5. The availability and quality of services in the current and potential schools to meet the child's education and social/emotional needs
6. School climate/safety
7. The impact of a school transfer, including the commute
8. The child's special needs

The cost of transportation should not be a factor in determining the child's best interest. The team will use the following possible supporting documentation for best interest determination:

1. Report cards
2. Progress reports
3. Test Scores
4. Attendance Data
5. IEP or 504 Plan
6. E-mails from individuals consulted during the best interest determination process
7. Other relevant documents

The DHR caseworker shall document the best interest determination [\(Appendix A\)](#) in the child's Individualized Service Plan (ISP), including factors considered, participants involved in the collaborative process, the determination for school placement, and the placement made. The best interest determination will be made in a timely manner within the first 3 days of the initial contact to determine the path for the solution that will be in the best interest of the student. Parties involved in the decision making will include, but are not limited to LEA staff, county DHR foster care caseworker, other DHR representatives, foster parents, guardian ad litem (GAL) and other stakeholders as applicable. Documentation of the best interest determination shall be maintained in both the county DHR child case file and the school's student cumulative record. The best interest decision may be revisited, if the student's situation changes to meet the needs of the student. If a change in placement is determined to be in the child's best interest, the school representative shall send this documentation to the new school as a part of the student's cumulative record. If records are requested from a district outside of Madison County, Alabama, the school representative shall contact the appropriate DHR state foster care POC (see [Appendix B](#) for appropriate DHR foster care contact).

ESSA Section 1112(c)(5)(B) Description of transportation protocols and procedures to include how additional costs for transportation will be calculated and funded as well as a policy for LEAs to resolve best interest disputes and interagency disputes related to transportation costs. Description must include how transportation and transportation costs will be monitored. (Include LEA and welfare responsibilities for providing transportation.)

Description of Dispute Resolution Policy.

Transportation Protocols and Procedures

All children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with the county DHR's authority to use child welfare funding for school of origin transportation. If there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the Madison City, Huntsville City, and Madison County LEAs respectively will collaborate to provide transportation to the school of origin, while the county DHR will collaborate with the foster parent(s) and each LEA respectively to provide transportation as necessary.

Wherever possible, and where it is in the student's best interest, respective LEA buses and/or other modes of transportation should be utilized for transportation according to the following procedure:

- LEAs will advise DHR within 5 school days whether it is able to transport the student in question by school bus, and if so, respective LEA will arrange transportation within 5 school days.
- During the interim period of up to 5 school days during which LEA is arranging transportation, DHR will make all reasonable efforts to provide alternative transportation to ensure that the child does not miss school.

If the LEA advises DHR that it cannot transport a student by school bus, DHR will arrange for safe and timely transportation, using one or more of the following options:

- Foster parents reimbursed at the State mileage rate using Title IV E Foster Care Maintenance Payment
- Friends, relatives and neighbors of the child or foster parent reimbursed at the state mileage rate
- Employees of DHR and residential programs
- Public transportation paid at the established rate
- Contracted transportation

The child welfare funding will be utilized by DHR for school of origin transportation. Madison City, Huntsville City, and Madison County LEAs respectively will collaborate to provide transportation to the school of origin if additional costs for school of origin transportation occur. Local funding will be used to support these costs, as agreed through the collaborative process between LEAs and DHR.

Dispute Resolution Policy

It is the responsibility of DHR and LEA to collaborate in determining the child's best interest for school enrollment and to resolve any conflict concerning the school enrollment determination. Whenever possible, DHR and LEA will attempt to informally resolve any enrollment dispute involving a child in foster care. The DHR and LEA will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education. As described above, following the best interest determination process, DHR has ultimate authority to decide whether to keep a student in out-of-home care in his or her school of origin or transfer him or her to the student's local zoned school. If the DHR caseworker's decision is contrary to the recommendation of LEA, the caseworker will provide LEA with a written explanation of his or her decision. The LEA may then contact DHR Foster Care POC to state LEA's reasons for disagreement, and if persuaded, the director may override the caseworker's decision and direct enrollment as the school LEA recommends. Or, if necessary, DHR will convene a Family Team Decision-Making Meeting to discuss and resolve the dispute. While any such dispute is pending, the child shall remain in his or her school of origin with transportation provided as previously arranged.

Level I: LEA-level Dispute Resolution with the Superintendent or Designee

- Written Notice, [Appendix C](#)
- Dispute Form, [Appendix D](#)

Level II: State-level Dispute Resolution

Sally Meek, Foster Care Point of Contact
Alabama State Department of Education
Phone: (334) 694-4516
Email: sally.meek@alsde.edu

ESSA Section 111(g)(1)(E)(ii)-(iii) **Describe protocol for a child in foster care to be immediately enrolled in a new school.**

Please note the following definitions when enrolling foster care students:

- “Immediate” means no later than one school day after notification of intent to enroll.
- “Enrollment” means the child is attending classes and participating fully in school activities.

The enrollment of children in foster care shall not be denied or delayed due to any of the following barriers that are specifically prohibited by applicable law, which may include the following:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Lack of social security card

To begin the enrollment process, the child’s DHR caseworker or the individual enrolling the child will complete LEA’s registration packet and will provide all necessary information and documentation to indicate foster care status. Optional Foster Care Intake Form could be used if needed. Other adults, as permitted by DHR may be required or permitted to assist with enrollment of the child, but the DHR caseworker will always direct the process and be the primary contact for the LEA staff. Enrollment of children in foster care will occur immediately, even if documents that are normally required for enrollment are not available at the time of enrollment.

DHR need not produce the child’s school record at the time of enrollment in order to enroll the child in school. The school/district the child most recently attended is responsible for transferring the education records of the child directly to the school where a child is seeking enrollment.

Foster care parents, DHR social worker, or other legal guardians will be allowed to immediately enroll children in foster care in the school district without having the necessary paperwork (birth certificates, shot records, academic records, special education records, etc.). This is to help aid the student with a smooth transition into the district. The receiving school district will contact the school district of origin for the records and make adaptations as needed. DHR will collaborate with the involved LEAs to provide the After enrollment, the following guardianship or legal custody documents shall be provided for verification by the foster family or DHR:

- Power of attorney
- Affidavit
- Court Order
- A letter on the letterhead of the placement agency that has custody of the child explaining that the child is in foster care
- Other documents providing information regarding the student's foster care situation

Madison City BOE Approval: May 9, 2018

Huntsville City BOE Approval: October 14, 2022

Madison County BOE Approval: May 5, 2022

Best Interest Determination for Foster Care School Placement

DHR

✎ **Huntsville City Schools**

✎ **Madison City Schools**

✎ **Madison County Schools**

Child's Name: _____

School/District of Current Attendance: _____

Grade Placement: _____

Date of Best Interest Determination Meeting: _____

Determination:

☐ The student shall remain in the school in which the child was enrolled at the time of placement. Name of School/District: _____

☐ Based on the best interest determination, a change in school placement is needed.

The student will be enrolled in the school of current residence.

Name of School /District: _____

Note: If a change in educational placement is needed, enrollment should take place immediately at the new school with all educational records provided to the new school.

Was the child or youth informed of the benefits in inviting a significant person to attend the meeting? ✎ Yes ✎ No

If a person was identified, who did the child invite? _____

What school does the child prefer? Why? _____

Signature Page

The following individuals participated in determining the school placement that is in the student's best interest:

Participants	Printed name Title and/or relationship with child	Signature	Agree with determination? (circle)
Child or youth in care			Yes No
DHR service worker or supervisor			Yes No
Current custodian (if not DHR)			Yes No
DCS representative from child's school at time of placement			Yes No
IEP team for special education purposes, if applicable			Yes No
Birth parent(s) or prior custodian(s)			Yes No
The child's guardian ad litem			Yes No
Other significant person(s) the child or youth wishes to attend			Yes No
EL Representative			Yes No
Other _____			Yes No
Other _____			Yes No

The student remains in the school at time of placement unless the answers to the following questions suggest a change of placement is in the child's best interest.

1. What is the child's permanency goal and plan?
2. What is the expected date for achieving the permanency goal?
3. How many schools has the child attended? How many schools has the child attended this year? How have the school transfers affected the child emotionally, socially, academically, and physically?
4. What are the safety considerations related to school placement?
5. Which school does the student prefer? Why? How was this information obtained?
6. How does the child feel about any upcoming moves?
7. Which school do the birth parents or prior custodians as appropriate, and the child's current placement provider prefer? Why?
8. What school(s) do the child's siblings attend?
9. How is the child performing academically?
10. Does the child have a current IEP, 504 Plan, or I-ELP (EL Plan)?
11. If the student has a current IEP, is specialized transportation identified as a related service?

12. Does the child participate in other specialized instruction? (e.g., gifted program, career and technical program)
13. What are the child's academic/career goals? Does one school have programs and activities that address the unique needs or interests of the student that the other school does not have?
14. Describe the child's ties to his or her current school, including significant relationships and involvement in extracurricular activities?
15. Would changing schools affect the student's ability to earn full academic credit, participate in sports or other extra-curricular activities, proceed to the next grade, or graduate on time? If so, how?
16. Would the timing of the school transfer coincide with a logical juncture, such as after testing, after an event that is significant to the child or at the end of the school year?
17. How would the length of the commute to school impact the child?

Attach any supporting documentation used in making this determination of best interest.

(The following is checklist of sample documents that may be considered. The list is not intended to be exhaustive.)

- ☐ Report cards
- ☐ Progress reports
- ☐ Achievement data (test scores)
- ☐ Attendance data
- ☐ IEP or 504 Plan
- ☐ E-mails or correspondence from individuals consulted
- ☐ Disciplinary referrals
- ☐ Health reports/records
- ☐ I-ELP (EL Plan) and/or WIDA test scores

ESSA County and Point of Contact List

County	ESSA Point of Contact	Phone Number
Autauga	Treva Barnes	334-358-5030
Baldwin	Elizabeth Erwin	251-947-8366
Barbour	Cari Moore	334-775-2014
Bibb	Malori Dowdle	205-926-2914
Blount	Brooke Easterwood	205-274-5258
Bullock	Juanita Smith	334-738-0124
Butler	Lisa Butts	334-382-4416
Calhoun	Chanetta Sims	256-240-2040
Chambers	Julia Hyde	334-864-4001
Cherokee	Amber Spears	256-927-1454
Chilton	Patty Drake	205-280-2042
Choctaw	Gloria Graham	251-459-9711
Clarke	Janice Chapman	251-275-7016
Clay	Felicia Montgomery	256-396-6810
Cleburne	Carrie Pollard	256-463-1719
Coffee	Amanda Wallace	334-348-2044
Colbert	Tonya Holden	256-314-4942
Conecuh	Kimberly Guidroz-Oputa	251-578-3954
Coosa	Deanna Bonagura	256-377-2014
Covington	Lesia Syler	334-427-7921
Crenshaw	Laura Hollis	334-335-7049
Cullman	Amanda Buchanan	205-554-1174
Dale	Sabra Branch	334-445-4924
Dallas	Sherrie Whiddon	334-874-1432
DeKalb	Angela Bell	256-844-2762

ESSA County and Point of Contact List

County	ESSA Point of Contact	Phone Number
Elmore	Holly Christian	334-514-3235
Escambia	Stephanie Paul	251-809-2024
Etowah	Karen Probus	256-549-4231
Fayette	Myra Rainey	205-932-1685
Franklin	Stacy Carden	256-331-5913
Geneva	Denise Hanks	334-684-5845
Greene	Latonya Hanible Wooley	205-372-5031
Hale	Shana Lucy	334-624-5838
Henry	Julie Lindsey	334-678-0459
Houston	Stephanie McKnight	334-585-4119
Jackson	Shannon Heikkinen	256-575-6034
Jefferson	Tonya Ryan-Coker	205-423-4563
Lamar	Rachel Oakes	205-695-5016
Lauderdale	Jennifer Bolton	256-765-4009
Lawrence	Heather Bigbee	256-905-3105
Lee	Keitha White	334-737-1143
Limestone	Tracy Miller	256-216-6405
Lowndes	Linda Body	334-548-3810
Macon	Kenyatta Walker	334-725-2129
Madison	Paul Arnold	256-427-6201
Marengo	Tawanna Jones	334-295-2027
Marion	Darlene Palmer	205-921-6014
Marshall	Suzanne Ray	256-582-7174
Mobile	Marie Fain	251-450-7067
Monroe	Jane Mims Agee	251-743-5921

ESSA County and Point of Contact List

County	ESSA Point of Contact	Phone Number
Montgomery	Misty Macon	334-514-3219
Morgan	Tiffany Reaves	256-301-8620
Perry	Rodney Kinard	334-683-5500
Pickens	Tracy Hardy	205-367-1524
Pike	Leslie Kelly	334-807-6130
Randolph	Nikki Wynn	256-357-3008
Russell	Carolyn Shaw	334-214-5898
St. Clair	Alison Boyd	205-812-2153
Shelby	Kim Mashego	205-669-3042
Sumter	Sherita Love	205-652-5042
Talladega	Nicole Parker	256-761-6601
Tallapoosa	Brenda Floyd	256-825-3719
Tuscaloosa	David Massey	205-554-1181
Walker	Kristie Alexander	205-387-5482
Washington	Cassandra Goldman	251-847-6121
Wilcox	Brandon Dale	334-682-1222
Winston	Pamela Southerland	205-489-1516

Appendix C
Written Notice

Date: _____

To: _____

Delivered via: _____ (preferably a reliable email address to ensure delivery)

_____ school district has determined that the appropriate school placement for STUDENT'S NAME is SCHOOL NAME. We understand this is neither the school of origin nor the school requested by _____. Therefore, we are providing this explanation of our decision and information about how you may appeal the decision. We have determined that it is in the student's best interest to attend SCHOOL NAME because:

You may appeal this decision by completing the attached Dispute Form (Appendix B), signing it, dating it, and submitting it by _____ (insert date that is 10 school days from date of this letter). If you choose to initiate a dispute, the student shall remain in the school of origin, receiving all appropriate educational services including transportation, until the dispute reaches its final resolution.

Once the Dispute Form is received, the superintendent or designee will arrange for a personal conference with you, the student (if appropriate), and at least one representative from the local child welfare agency (Madison County DHR) within ten (10) business days, and the conference will take place as expeditiously as possible.

Within five (5) business days of the personal conference, the superintendent or designee will inform you (the educational decision-maker) of the decision in writing.

You may appeal to the local Board of Education in writing within ten (10) business days, if the superintendent's resolution is not satisfactory. If the local Board resolution is not satisfactory, you may appeal to the State:

State-level Dispute Resolution
Sally Meek, Foster Care Point of Contact
Alabama State Department of Education
Phone: (334) 694-4516
Email: sally.meek@alsde.edu

If you have questions about this decision or how to appeal it, please contact:

Tameka McGill, Foster Care Point of Contact
Huntsville City Schools
Phone: (256) 963-9813
Email: Tameka.McGill@hsv-k12.org

Appendix D Dispute Form

To appeal the district's decision, please complete this form and submit it by the date indicated on the Written Notice you received from the school. You may submit this form by any of the following methods:

- Scan and email it to _____ with the subject "Foster Child Appeal";
- Return the paper form to any school in this school district; or
- Submit the paper form directly to the office of the superintendent at _____ (address).

Student Name: _____

School in which enrollment is sought: _____

I am the educational decision-maker for this student, and I believe the school in which we are seeking enrollment is in the student's best interest because:

I believe the student has a right to attend this school because:

If you would like to provide additional information, please attach it to this form.

The student shall remain in the school of origin, receiving all appropriate educational services including transportation, until the dispute reaches its final resolution. Once this Dispute Form is received, the superintendent or designee will arrange for a personal conference with the educational decision-maker, the student (if appropriate), and at least one representative from the local child welfare agency within five(5) business days, and the conference will take place as expeditiously as possible. Within five (5) business days of the personal conference, the superintendent or designee will inform the educational decision-maker of the decision in writing. The educational decision-maker will be able to appeal to the State if the local resolution is not satisfactory.

Educational decision-maker's name: _____

Email: _____

Phone: _____