



LEA

Homeless Dispute Resolution

Madison City Schools
211 Celtic Drive
Madison, AL 35758
(256) 464-8370

Edwin C. Nichols
Superintendent

Natalia A. Dooley
District Homeless Liaison

The Educational Rights of Homeless Children and Youth

The *Every Student Succeeds Act of 2015* (ESSA) Title IX Part A, also known as The McKinney-Vento Homeless Assistance Act, guarantees that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

Dispute Resolution Procedures

If a school selection or eligibility dispute develops regarding the options available under the McKinney-Vento Act, the child or youth will be immediately enrolled to the school in which enrollment is sought by the parent/guardian or unaccompanied youth, pending resolution of the dispute.

STEP 1: How to Start a Dispute or Challenge a Decision by the School System

The parent/guardian or unaccompanied youth must complete the attached Dispute Form and submit the form to a school principal or the District's Homeless Liaison, Natalia A. Dooley, within 10 school days from date of the Written Notice of Decision that was provided to the parent/guardian or unaccompanied youth. The form may be mailed to Natalia A. Dooley at the following address:

Madison City Schools
District Homeless Liaison: Natalia A. Dooley
211 Celtic Drive
Madison, AL 35758

Additionally, the parent/guardian or unaccompanied youth may begin the dispute process by verbally explaining the dispute to the District's Homeless Liaison, Natalia A. Dooley (256-464-8370).

STEP 2: Meeting with Superintendent and Homeless Liaison

After the Dispute Form is received or a verbal complaint is made, the Superintendent, or someone that works for the Superintendent, will schedule a meeting with you, the student (if appropriate), the District's Homeless Liaison, and at least one person representing the school where enrollment has been requested. The meeting must occur within ten (10) days of the District's receipt of the Dispute Form. Within five (5) business days after the meeting, the Superintendent will inform you of his/her decision in writing.

STEP 3: Appeal to the State Department of Education

After you receive the Superintendent's decision in writing, you may file an appeal with the Alabama State Department of Education:

State Coordinator for Homeless Education
Alabama State Department of Education
Federal Programs
50 North Ripley Street
Montgomery, AL 36130
1-888-725-9321 (toll free)

The Alabama State Department of Education will review your dispute and will address the issues within 10 days from the receipt of your written request for resolution. *See* Ala. Admin. Code r. 290-3-1-.02(7)(j)(i)-(iv).

NEED HELP?

If you have questions regarding the Dispute Resolution Procedures or how to file an appeal, please contact:

Natalia A. Dooley
District Homeless Liaison
Madison City Schools
Phone: (256) 464-8370
Email: nadooley@madisoncity.k12.al.us

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 district homeless liaison with the subject "McKinney Vento Student 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 Madison City Schools, 211 Celtic Drive, Madison, AL, 35758

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), district homeless liaison, and at least one representative from the local school within five(5) business days. This 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: _____

**Written Notice
School Placement Determination**

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, 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), district homeless liaison, and at least one representative from the local school within ten (10) business days. 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 Coordinator for Homeless Education
Alabama State Department of Education
Federal Programs
50 North Ripley Street
Montgomery, AL 36130
1-888-725-9321 (toll free)

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

Natalia A. Dooley
District Homeless Liaison
Madison City Schools
Phone: (256) 464-8370
Email: nadooley@madisoncity.k12.al.us