

25A UPDATE EXPLANATION

This form has been modified to reflect changes in the Missouri Consolidated State Plan and the Homeless Dispute Resolution process adopted by the Department of Elementary and Secondary Education.

**25A UPDATE EXPLANATION
PROGRAMS FOR HOMELESS STUDENTS**
(Eligibility Notification, Enrollment, Placement, and Dispute Resolution)

This form is intended to provide notice and explanation of the district's decision on _____'s [student's name] eligibility for homeless services, enrollment, or placement.

Enrollment

☐ The district will immediately enroll the student and allow the student to fully participate in district programs and activities.

☐ The district will immediately enroll the student, but the student will not be allowed to begin attendance immediately for the following reasons:

☐ The district will not enroll the student for the following reasons:

Eligibility Determination

The district has determined that _____ [student's name]
____ **Is** ____ **Is Not** eligible for homeless student services because:

In making the above decision, the district considered the following options: _____

If applicable, the reasons the above options were rejected are: _____

The district considered the following factors and information deemed relevant to the district's decision, which may include, but are not limited to, relevant facts and evidence: _____

Enrollment/Placement Determination

The district has determined it would be in _____'s
[student's name] best interest to be educated at _____

[school]. The following is an explanation of the district's decision:

In making the above decision, the district considered the following alternate placements:

If applicable, the reasons any of the above alternate placements were rejected are:

The district considered the following factors and information deemed relevant to the district's decision, which may include, but are not limited to, relevant facts and evidence:

Right to Appeal

The district's homeless liaison will handle disputes concerning eligibility, school selection, or school enrollment for homeless students and unaccompanied youths. During the dispute, the student will be enrolled and allowed to fully participate in school activities as well as receive transportation, if requested, to the school requested by the parents/guardians or unaccompanied youth. The district will carry out the dispute resolution process as quickly as possible after receiving notice of a dispute.

1. If you do not agree with the district's decision regarding the eligibility, enrollment, or placement of the student, please notify the homeless liaison. The homeless liaison serves as the intermediary between the school where the student is seeking enrollment and the parents/guardians, homeless students, and unaccompanied youths. The contact information for the district's homeless liaison is:

Address: _____

Phone/Fax: _____

TDD/TTY, if available: _____

2. When you contact the homeless liaison, the liaison will provide you with a copy of or access to the district's policies addressing the education of homeless students and unaccompanied youths.

3. ~~You can file a written complaint with t~~The homeless liaison will attempt to resolve the dispute as quickly as possible. ~~Within five days of the date the written complaint is received, t~~The homeless liaison will provide a written resolution of the dispute or a plan of action. You and the district may mutually agree to an extension of time to resolve the dispute; however, every effort will be made to resolve the ~~complaint~~ dispute in the shortest possible time.

4. If your dispute is not resolved with the homeless liaison, you may file a complaint in writing within ten business days with the superintendent or designee for further review. Within ~~five-ten business~~ days of receiving the written complaint, the superintendent or designee will provide a written resolution ~~or plan of action~~ of the dispute or a plan of action. You and the district may mutually agree to an extension of time; however, every effort will be made to resolve the dispute in the shortest possible time.

5. If your dispute is not resolved at the superintendent level, you may file the written complaint within ten business days with the board of education for resolution. The board will provide a written resolution within 30 days of the date the written complaint was received by the board. You and the district may mutually agree to an extension of time; however, every effort will be made to resolve the dispute in the shortest possible time.

6. If your dispute is not resolved at the district level, you may bring your dispute to the Missouri Department of Elementary and Secondary Education. Your complaint must be in writing ~~and must be signed by you,~~ sent via e-mail, or mailed within ten business days of receiving notification from the board of education of its decision. The complaint must be addressed to:

State Homeless Coordinator
Federal Programs
~~205 Jefferson Street~~ P.O. Box 480
Jefferson City, MO 65102-0480
Tera.bock@dese.mo.gov

The complaint must include the following:

1. A detailed description of the dispute.
2. The names and ages of the children involved.
3. The name(s) of involved school and district personnel and the district(s) or school(s) they represent.
4. Copies of the ~~unaccepted-unresolved~~ written resolutions ~~that were proposed by~~ from the district.

The ~~director of federal programs (director)~~ state McKinney-Vento Homeless Coordinator (coordinator) will inform the involved ~~schools and~~ district(s) of the complaint. The ~~director or the director's designee~~ coordinator will gather needed information, including documentation and statements of the parties, and may conduct an independent investigation through an onsite visit if necessary.

5. Within 30 business days of receipt of the complaint, the ~~director~~ coordinator will inform you, and other interested parties, in writing of the decision. Although the standard procedure allows 30 days for a response, every effort will be made to resolve the complaint in the shortest possible time.

6. If you disagree with the ~~director's~~ coordinator's decision, you may, within ten business days, appeal the decision to the deputy commissioner of learning services. The appeal must be in writing and state why you disagree with the decision.

7. Within 30 business days of receiving the appeal, the deputy commissioner of learning services will render a final administrative decision and notify you and all other interested parties in writing. Although the standard procedure allows 30 days for a response, every effort will be made to resolve the complaint in the shortest possible time.

FILE: IGBCA-AF1
Critical

Language Assistance and Disability Accommodations
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Translators, interpreters and other support services shall be made available, without charge, to all parents/guardians and unaccompanied youths who are English learners, who use a native language other than English or who need additional support because of a disability. When possible, documents and other support will be provided in the appropriate language.

Implemented:

Revised: