



## **Notice of Dispute Resolution Procedure: Enrollment of Homeless or Unaccompanied Youth**

This notice will explain Hope Academy's procedures for receiving and resolving disputes pertaining to transition of children and youth experiencing homelessness as identified under the McKinney-Vento Homeless Assistance Act.

### **The McKinney-Vento Liaison:**

The McKinney-Vento Liaison oversees identification of homeless or unaccompanied youth, informs the parents or guardians of homeless youth and unaccompanied youth of their rights, assists in locating services for the youth, and coordinates resolution of disputes regarding enrollment.

### **How to Present a Dispute**

If a dispute arises over school selection or enrollment, the McKinney-Vento Liaison needs to be advised of the dispute on the same day it occurs. The parent or guardian **may** advise the Liaison of the dispute.

### **What the McKinney-Vento Liaison Will Do**

The McKinney-Vento Liaison will:

- Provide a copy of this procedure to the parent or guardian or unaccompanied youth;
- Assure the child or youth is immediately enrolled (granted the opportunity fully to participate in school activities) or granted continued enrollment;
- Assist the parent or guardian in completing a request for dispute resolution;
- Inform the parent or guardian of the right to submit written or oral information to support a request for dispute resolution.
- Assist in completing a response to the dispute;
- Gather other relevant information from both parties; and
- Submit to the Principal a report recommending resolution of the dispute and the basis for the recommendation and provide copies to the parent/guardian.

### **What the Principal Will Do**

The principal will:

- Review the Report of the McKinney-Vento Liaison;
- Gather any additional information that will assist in resolving the dispute;
- Provide to the parent/guardian a Report of the final resolution.

### **How to Appeal Hope Academy's Final Decision**

If the parent/guardian is not satisfied with Hope Academy's final resolution, the parent/guardian may the final decision by contacting the McKinney-Vento Homeless Education State Coordinator at the Indiana Department of Education. The McKinney-Vento Homeless Education State Coordinator will answer questions regarding the rights of a youth under the McKinney-Vento Act and will consider appeals of a school's final decision on an enrollment dispute involving a homeless or unaccompanied youth. The McKinney-Vento Homeless Education State Coordinator at the Indiana Department of Education is:

Gina Woodward,  
McKinney-Vento Homeless Education Specialist  
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