

**McKinney-Vento Homeless Education Program
Notification of Student Needs**

If you discover indications that a child or unaccompanied youth may be homeless and qualify to receive McKinney-Vento services, please provide the following information and return it to the attention of the District Homeless Liaison, Sherry Cowbrough at 374 4th Ave, Orient, WA 99160 or sherry.cowbrough@orientdsd.org (509)684-6873; Fax (509)684-3469.

| | | | | | |
|---|-------------------------------------|---------------|-----------------------|------------------------------|--|
| Child's Name | | Gender | Age | Parent/Guardian' Name | |
| | | | | | |
| Address / City / State / Zip | | | | Phone No. | |
| | | | | | |
| Enrolled in School? | Current/Last School Attended | Grade | Teacher's Name | | |
| Yes No Unknown | | | | | |
| Referring Staff or Person/Agency | | Title | Phone No. | Email Address | |
| | | | | | |

Please indicate the child's living situation:

- | | | |
|---|---|---|
| <input type="checkbox"/> Shelter | <input type="checkbox"/> Motel/Hotel | <input type="checkbox"/> Unaccompanied Youth ³ |
| <input type="checkbox"/> Doubled Up ¹ | <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> Migrant |
| <input type="checkbox"/> Unsheltered ² | <input type="checkbox"/> Temporary Placement ⁴ | <input type="checkbox"/> Awaiting Foster Care |

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason.
2. Living in a car, park, campsite, trailer park, bus/train station, abandoned building, abandoned hospital, or other location not ordinarily used as sleeping accommodations.
3. Unaccompanied youth not living with or in the custody of a parent or guardian.
4. Child temporarily placed with relative or guardian.

ADDITIONAL COMMENTS:

Referring Person's Signature

Date

District Liaison Signature

Date Received

Orient School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to Sherry Cowbrough, Superintendent at 509-684-6873. 374 4th Ave, Orient, WA 99160. sherry.cowbrough@orientdsd.org

ORIENT SCHOOL DISTRICT
Homeless Education Program

McKinney-Vento Dispute Resolution Process

Dear Parent, Guardian, or Youth:

Because the Orient School District seeks to place your student(s) 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.

Enrollment requested: _____

Included, you will find the following:

1. Written contact information for the Orient School District 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 Orient 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 a district Homeless Liaison or the State Homeless Education Coordinator, and they will assist you with the process.

| | |
|--|--|
| School District Homeless Liaisons | WA State Homeless Education Coordinator |
| Sherry Cowbrough 509-684-6873 | Melinda Dyer |
| Orient School District | Office of the Superintendent of |
| 374 4 th Ave | Public Instruction |
| Orient, WA 99160 | PO Box 47200 |
| | Olympia, WA 98504 |

ORIENT SCHOOL DISTRICT
Homeless Education Program

Written Notification of McKinney-Vento Enrollment Decision

Date: _____
District Employee completing this form: _____
District title: _____

In compliance with Section 722(g)(3)(E) of the 2001 McKinney-Vento Homeless Education Assistance Act, the following written notification is provided to:

Name of Parent(s)/Guardian(s): _____
Students(s): _____

Denied enrollment: _____

This determination was based upon: _____

You have the right to appeal this decision by completing a Request to Appeal McKinney-Vento Enrollment Decision form, attached to this page, and submitting it to the Orient School District Homeless Liaison **within fifteen (15) business days** of receiving this notification.

In addition:

- If you choose to appeal the McKinney-Vento enrollment decision, your student(s) will have the opportunity to attend and participate at the school where enrollment is sought while the dispute is being carried out.

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Orient School District
Homeless Education Program

Receipt of Dispute Resolution Information

Date: _____

I, _____, (parent/guardian/unaccompanied youth) am requesting enrollment for my student(s) or myself in the following school(s):

| | |
|-------------|------------|
| Student(s): | School(s): |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

I have received the explanation of my student’s enrollment. I have also received the following:

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 Orient School District will ensure that my student(s)/I will receive the service requested or 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 |
|-------------------------------------|------|

ORIENT SCHOOL DISTRICT
Homeless Education Program

Request to Appeal McKinney-Vento Enrollment Decision

To be completed by the parent/guardian/unaccompanied youth when a dispute arises following a written notification of enrollment decision. This information may be shared verbally with the district homeless liaison as an alternative to completing this form.

Date: _____
Student Names(s): _____
School student(s) is currently attending: _____
Person completing form: _____
Relationship to student(s): _____
I may be contacted at (phone or email): _____

I have received the explanation of the district's enrollment decision concerning my student(s)/myself. I disagree with the district's decision and I am appealing that decision for the following reasons:

I understand that the Orient School District will ensure that my student(s)/I will have the opportunity to attend and participate fully in the school where enrollment is sought while the dispute process is carried out.

Parent/Guardian/Your Signature Date

School District Personnel Signature Date

School District Use Only

Level I Appeal Level II Appeal Level III Appeal

ORIENT SCHOOL DISTRICT
Homeless Education Program

Parent/Youth's Guide to the McKinney-Vento Dispute Resolution

If a parent, guardian, or unaccompanied youth wishes to appeal the Orient School District's decision regarding school placement:

1. The parent/unaccompanied youth must submit a request for dispute resolution form to the district liaison or the school where enrollment is sought within fifteen **(15) business days** of receiving the district's notification that they plan to enroll the student in a school other than the one requested.
2. Within five **(5) business days** of their receipt of the complaint, the Liaison must make a decision on the complaint and inform the parent or unaccompanied youth of their decision in writing.

If the parent or youth disagrees with the decision made at Level I and wishes to move the dispute resolution process forward to Level II, the parent or unaccompanied youth shall notify a district Homeless Liaison of their intent to proceed to Level II within ten **(10) business days** of their receipt of notification of the Level I decision. If the parent or unaccompanied youth wishes to proceed to Level II, the district's Homeless Liaison will provide an appeals package that includes:

1. A copy of the parent or youth's complaint which was filed with the district Homeless Liaison at Level I
2. The decision rendered at Level I by the Homeless Liaison
3. Any additional information from the parent, guardian, unaccompanied youth, or Liaison.

If the dispute remains unresolved after a Level I appeal, the parent, guardian, or unaccompanied youth may appeal the decision to the Orient School District Superintendent or the Superintendent's designee. The appeals package from the Level I dispute will be used to facilitate the following:

1. The Superintendent or Superintendents designee (not the Homeless Liaison), Will arrange for a personal conference with the parent, guardian, or unaccompanied youth. This will occur within five **(5) business days** of the parent, guardian, or youth's notification to the district of their intent to proceed to the Level II dispute resolution process. This meeting, once arranged, should happen as quickly as possible.
2. The Superintendent, or the Superintendent's designee will provide a decision, in writing, to the Parent, guardian, or unaccompanied youth with supporting evidence and reasons within five **(5) business days** of the meeting.

If the parent, guardian, or unaccompanied youth disagrees with the decision at Level II and wishes to move the dispute process to Level III, the parent, guardian, or unaccompanied youth must notify the district's Homeless Liaison of their intent to proceed to Level III within ten **(10) days of receipt** of notification of the Level II decision. If the dispute remains unresolved:

1. The Orient School District Superintendent must forward all written documentation and related Paperwork to the OSPI Homeless Education Coordinator or designee, for review within five **(5) business days** of receiving notification that the parent, guardian, or youth would like to proceed to Level III.
2. The entire dispute package including all documentation and related paperwork is to be Submitted to OSPI in one complete package via hard copy mail delivery. Documents submitted separately from the dispute package may not be reviewed. It is the responsibility of the district to ensure the dispute packages are complete and ready for review.
3. The OSPI Homeless Education Coordinator, along with appropriate OSPI personnel, will make a Final decision within fifteen **(15) business days** of receipt of the complaint.
4. The final decision will be forwarded to the Orient School District Homeless Liaison for Distribution to the parent and local Superintendent.
5. The decision made by OSPI will be the final resolution for placement of a homeless child or youth in the district.

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