



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**MEMORANDUM**

To: School District Superintendents  
Public School Academy Directors  
Local District Homeless Education Liaisons

FROM: Sally Vaughn, Ph.D.  
Deputy Superintendent/Chief Academic Officer

DATE: February 11, 2008

SUBJECT: McKinney-Vento Homeless Assistance Act, Dispute Resolution Procedure

One of the requirements of the McKinney-Vento Homeless Assistance Act (McKinney-Vento), part of the No Child Left Behind Act of 2001, is for the state educational agency to develop and distribute a process for quick resolution of disputes concerning the placement of homeless students.

The purpose of McKinney-Vento is to ensure that students who are homeless may continue their education with as little disruption as possible. As stated in the Act:

“Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging state student academic achievement standards to which all students are held.”

Guidance for the selection of the school in the best interest of the student and for resolving disputes is provided in the text of the McKinney-Vento Act. The Dispute Resolution Procedure is attached with this memo and has been posted on the Michigan Department of Education homeless website.

To view the text of the McKinney-Vento Act and other information about the Homeless Education Office, visit our website at [www.michigan.gov/homeless](http://www.michigan.gov/homeless).

Please direct any questions to Linda Forward, in the Office of School Improvement, at 517-373-8480 or [forwardl@michigan.gov](mailto:forwardl@michigan.gov).

Attachment

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## Dispute Resolution Procedure

### *State Prototype for McKinney-Vento Homeless Assistance Act*

The McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students and their parents/guardians when the student is placed in a school other than the one requested. Guidance for school selection is provided in the law. The law includes dispute resolution among the required duties of the LEA Liaison.

The following procedures are specified in the Act:

- ✓ Enrollment: Immediately enroll the homeless student in the school preferred by the parents until the dispute is settled.
- ✓ Written explanation: Provide a written explanation of the school placement decision to the parent/guardian or unaccompanied youth.
- ✓ Liaison: The designated LEA liaison is assigned to carry out the dispute resolution in an expeditious manner.
- ✓ It is the responsibility of the school district to inform the parents/guardians of homeless students of the Complaint Resolution Procedures.

The Michigan Department of Education, Homeless Education Office, has adopted a complaint resolution process. In a case where a dispute occurs regarding the education of a homeless child or youth, the following process may be used:

**Local Level:** Every effort must be made to resolve the complaint or dispute at the local level before it is brought to the Michigan Department of Education (MDE).

- If a question concerning the education of the homeless child arises, the first person to contact in the school district is the homeless liaison. Each school district is required to have a designated homeless liaison, with someone in every school or in the central office for the school district able to identify said homeless liaison. If there is a complaint about services for the homeless student(s), the complainant is to be provided a copy of the local complaint procedure. If the district or public school academy does not have a complaint procedure in place, the following steps are suggested:
  - The homeless liaison should discuss the complaint with the complainant and the complainant is to be provided copies of the policies that the *local* Board of Education has adopted concerning the education of homeless children and youth.

- A determination is to be made as to whether the requested services for the homeless student are consistent with local school board policy.
  - If the complaint is not resolved, the complainant will be advised to present it in writing to the homeless liaison.
  - A written proposed resolution of the complaint or plan of action is to be provided to the complainant within five (5) days of the date of receipt of the written complaint.
- If the complaint is not resolved at this level within five (5) days, it may be taken to the superintendent of the district the student is attending or wishes to attend. In addition to presenting the written complaint, an appointment will be made for the complainant to meet with the superintendent to discuss the complaint. At the end of the discussion with the superintendent, a written resolution will be provided within five (5) days of the date of the discussion.
  - If the complaint is still not resolved, it may be possible to appeal to the local Board of Education.

**State Level:** If the complaint is not resolved in a satisfactory manner at the local level, the complaint may be directed to MDE. Complaints made under this process must be made in writing and signed by the complainant. The following steps are to be taken:

- Address the complaint to the Michigan Department of Education, State Homeless Coordinator, P.O. Box 30008, Lansing, MI 48909.
- Include in the complaint:
  - A description of the situation that prompted the complaint.
  - The name(s) and age(s) of the child or children involved.
  - The name(s) of the involved school district personnel and the school district or districts involved.
  - A description of the attempts that were made to solve the issue at the local level including copies of any documentation used up to that point.
- The State Homeless Coordinator will gather needed information from statements of the parties involved and will forward the information to the director of the Office of School Improvement along with a recommendation for resolution or for further investigation.
- Within thirty (30) days after receiving a complaint, the Director of the Office of School Improvement will recommend a resolution and will inform interested parties in writing of the decision.

- If a complainant or one of the parties involved in the complaint disagrees with the decision, that party may, within ten (10) working days, appeal to the Deputy Superintendent. This appeal must be in writing and state why the party disagrees with the decision of the Director of the Office of School Improvement.
- Within thirty (30) days after receiving an appeal, the Deputy Superintendent will render a final administrative decision and notify the complainant and the school district(s) involved in writing.

If the party disagrees with the decision of the Deputy Superintendent in a matter concerning homeless children or youth, the party may request a review of the decision by the United States Secretary of Education in accordance with 34 CFR Part 299.11.

While the dispute is being resolved, the child or children in question must be enrolled in school. If the dispute is concerning the school of "best interest," the child must be enrolled in the school preferred by the parent/guardian or unaccompanied youth unless previous arrangements have been implemented.



## Written Notification of McKinney-Vento Determination

*To be completed by the McKinney-Vento of a receiving school when a request for a student experiencing homelessness is declined by a public school district.*

Date of Notification of Determination: \_\_\_\_\_

Person completing form: \_\_\_\_\_

Title of person completing form: \_\_\_\_\_

Name of District: \_\_\_\_\_

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

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Name of Student(s): \_\_\_\_\_

\_\_\_\_\_ Check here if student is an unaccompanied youth.

After reviewing your request to enroll/serve the student(s) listed above, the request is declined. This determination was based upon the following (attach additional pages if necessary):

You have the right to appeal this decision by completing the second page of this notice or by contacting the school district's McKinney-Vento Liaison (in person, by email or U.S. mail).

Name of District McKinney-Vento Liaison: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

In addition:

- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment/service in the requested school. You may use the attached form for this notification.
- If further help is needed or desired you may contact the State Coordinator for Homeless Education at:

Michigan Department of Education, Office of Field Services, Special Populations Unit  
608 W. Allegan St., P.O. Box 30008, Lansing, MI 48909  
517-241-1162 or [kies-lowep@michigan.gov](mailto:kies-lowep@michigan.gov)



### Written Notification of McKinney-Vento Appeal Request

*To be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises, related to a student experiencing homeless. This information may be shared verbally with the local liaison as an alternative to completing this form.*

Date of Appeal: \_\_\_\_\_ Date of Decision Being Appealed: \_\_\_\_\_

Student(s): \_\_\_\_\_ Grades: \_\_\_\_\_

Person completing appeal form: \_\_\_\_\_

Relationship to student(s), or self if unaccompanied youth: \_\_\_\_\_

I may be contacted at (phone or email): \_\_\_\_\_

I wish to appeal the enrollment decision made by: \_\_\_\_\_

Name of School and District: \_\_\_\_\_

I have been provided with (please check all that apply):

\_\_\_\_\_ A written explanation of the school's/district's decision.

\_\_\_\_\_ The contact information of the district's local homeless education liaison.

\_\_\_\_\_ A copy of the state's dispute resolution process for students experiencing homelessness.

Optional:

You may include a written explanation in the space below to support your appeal.

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\_\_\_\_\_ (initial) The school provided me with a copy of this form upon submission.