

# Florida Department of Education

## Education of Homeless Children and Youth

### Dispute Resolution Process

- Disputes and disagreements are to be settled as close to the point of conflict as possible. Each Local Educational Agency (LEA) homeless education liaison, hereafter referred to as local homeless liaison, shall assist the family and school to ensure compliance with federal and state legislation and policy governing the education of children and youth experiencing homelessness. The local homeless liaison shall work with appropriate local school division representatives to address any policies or procedures that are identified as barriers in the access to and success within a free appropriate public education. The Florida Department of Education (FDOE) State Homeless Education Coordinator may be consulted at any time for technical assistance.
- If a dispute arises over school selection or enrollment, the LEA must immediately enroll the homeless student in either the school of origin or the school of residency, whichever is sought by the parent, guardian, or homeless youth, pending resolution of the dispute. The LEA must also provide transportation to the selected school for the duration of the dispute resolution process. In cases of an inter-district dispute, the LEA of origin and the LEA in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the LEAs cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
- With the help of the local homeless liaison, the parent, guardian, or homeless youth shall work through the expedited Dispute Resolution Process established by the LEA. The LEA shall provide the parent, guardian, or homeless youth with a written notice of the LEA's decision regarding school selection or enrollment and their right to appeal, and copy the local homeless liaison. If the parent, guardian, or unaccompanied youth is dissatisfied with the resolution, he or she may appeal the decision to the FDOE, with the assistance of the local homeless liaison.
- The state-level dispute resolution process is available for appeals from district-level decisions and inter-district disputes. Parents, guardians, unaccompanied youths, or public local educational agencies may file appeals. The local homeless liaison is responsible for ensuring that information describing the state-level dispute resolution process and the appropriate forms are available to all parties wanting to file an appeal. To initiate the state-level appeals process, within ten (10) working days after receiving written notification of the district-level or inter-district decision, the parent, guardian, or unaccompanied youth may file an appeal with the local homeless liaison, who must provide it to the FDOE. The local homeless liaison is required to notify the FDOE of the state-level appeal by providing the appeal. The liaison also must log incidents of state-level appeals in the FDOE Online Dispute Resolution Tracking System at <https://data.fldoe.org/homelessdispute>.
- Upon receipt of a notice of appeal, the State Homeless Education Coordinator must, within ten working days, convene a FDOE panel, comprised of the Coordinator, the Director of the Title I Programs, and the Chief of the Bureau of Student Assistance. This panel shall review the entire record of the dispute, including any written statements submitted, and make a determination based on the child's or youth's best interest. Within ten working days of the date the panel convenes, the panel shall provide its recommendation to the Commissioner of Education. Within ten working days of receipt of the recommendation, the Commissioner shall make the final determination. For educational purposes, the decision of the Commissioner in such cases is final. The FDOE will provide a written decision regarding the appeal to all parties involved, including the LEA homeless liaison.

**Sarasota County Public Schools  
McKinney-Vento  
School Dispute Resolution Process**

Requested School Name: \_\_\_\_\_

Student Name/I.D. #: \_\_\_\_\_

Student's Current Address: \_\_\_\_\_

Student's Current Phone: \_\_\_\_\_

Student Grade: K    1    2    3    4    5    6  
7<sup>th</sup>    8<sup>th</sup>    9<sup>th</sup>    10<sup>th</sup>    11<sup>th</sup>    12<sup>th</sup>

Parent/Guardian/Disputing Party's Name: \_\_\_\_\_

Relationship:            Parent            Guardian            Unaccompanied Youth    Other

Is this the school of origin? (school of origin is defined as the school that the child attended when permanently housed or the school in which the child was last enrolled.)             Yes            No

If "No" provide the name and address of the last school the child attended: \_\_\_\_\_

Reason for dispute: \_\_\_\_\_

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**Principal's Actions on Dispute**

Local homeless liaison was notified of the dispute this date: \_\_\_\_\_

Principal took action within how many school Days(s) after receiving notice of dispute: \_\_\_\_\_

Describe action taken by the principal to resolve the dispute: \_\_\_\_\_

Was the dispute resolved?            Yes            No

Provide explanation below (provide additional pages if needed): \_\_\_\_\_

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If the dispute was not resolved, did the school or liaison provide the parent, guardian, or unaccompanied youth with a written school placement decision that included information on his/her right to appeal this decision to the school district?            Yes            No

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Signature of Principal

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Date

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Signature of Local Homeless Liaison

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Date