

McKinney/Vento Homeless Student Services Appeal of Placement/Transportation Denial



Instructions for Written notification of Placement/Transportation Denial

In the case of a disagreement between the recommended placement of a student who is homeless by Bethel Public Schools Enrollment Services and the parent/guardian's or unaccompanied student's school of choice, the following appeal steps are to be used:

SPS staff documents the disagreement.

- Provide information on the "Notification of Placement/Transportation Denial" form to the student or parent/guardian about why the preferred assignment or requested transportation is denied.
- Give the parent/guardian or unaccompanied student a copy of the written notification form and advise them of their right to appeal.

If the parent/guardian or unaccompanied student requests to appeal the decision, ask the person to complete the "Student Placement Dispute Resolution Form" to explain the reason they are appealing.

Notify the district Homeless Liaison, Jackie Crowley or Jay Brower, by email (jcrowley@bethelsd.org or jbrower@bethelsd.org) or telephone (253-683-6080 or 253-683-6052) about the disagreement. Fax both the completed "Notification of Placement/Transportation Denial" and "Student Placement/Transportation Dispute Resolution Request" forms immediately to 253-683-6057.

The district Homeless Liaisons will affirm the staff decision or approve the request made by the parent/guardian or unaccompanied student. The decision will be made and put in writing within one day of receiving the Dispute Resolution Form. Efforts will also be made to contact the parent/guardian or unaccompanied student by telephone or whatever contact information has been provided.

If the parent/guardian or unaccompanied student wishes to continue to appeal the decision of the Homeless Liaison, they notify the Homeless Liaison, who will forward all paperwork concerning this appeal to the Superintendent of Bethel Schools for a decision.

If the parent/guardian or unaccompanied student wished to continue to appeal the decision of the Superintendent, they notify the Homeless Liaison, who will forward all paperwork concerning their appeal to Melinda Dyer, Homeless Programs Coordinator, OSPI, 360-725-6050, mdyer@ospi.wednet.edu.