



Espiritu Community Development Corporation
Education of Homeless Children and Youth
Dispute Resolution Process

If a dispute arises over school selection or enrollment in for a student eligible under the McKinney-Vento Act –

The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. Espiritu Community Development Corp. will provide its share of the transportation to the school selected for the duration of the dispute resolution process.

The child, youth, parent, or guardian shall be referred to Espiritu Community Development Corp.'s LEA Homeless Liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Local Educational Liaison shall ensure that the youth is immediately enrolled in school pending the resolution of the dispute.

In the event of a disagreement with school officials about enrollment, transportation, or fair treatment of a homeless child or youth; a complaint may be filed with the LEA Homeless Liaison. The LEA Homeless Liaison must respond and attempt to resolve the dispute. During the dispute, the student will be enrolled and/or be provided transportation until the matter is resolved. The LEA Homeless Liaison shall work through the expedited dispute resolution process. For Espiritu Community Development Corp., that process involves:

- *School Administration, LEA Homeless Liaison, Parent/Guardian. The LEA Homeless Liaison will assist in the filling out of dispute forms.*
- *The LEA Homeless Liaison communicates directly with the child, youth, parent or guardian. The LEA Homeless Liaison is the decision maker to verify eligibility of homeless status. The decision is based on the information the family provides and following eligibility guidelines as stated in McKinney Vento.*
- *The LEA Homeless Liaison will contact youth, parent, or guardian within 5 days of receipt of dispute forms. Determination is made within 5 days or sooner on eligibility.*

Espiritu Community Development Corp. shall provide the parent, guardian, or homeless youth with written verification of status. If dissatisfied with the school's decision, the parent, guardian or youth may appeal the decision to the state level. Contact information will be provided by LEA Homeless Liaison.

For more information, refer to <https://www.azed.gov/homeless> or contact:

Nehosia Johnson
Reyes Maria Ruiz Leadership Academy
Homeless Liaison
Phone: 602-243-7788
Email: njohnson@espiritu.org

Rita Rodriguez
Arizona Department of Education
State Homeless Education Program Coordinator
Phone: 602-542-4963
Email: homeless@azed.gov



**Espiritu Community Development Corporation
Education of Homeless Children and Youth
Written Notification of Enrollment Decision
(FORM 1)**

This form is to be completed by the LEA Homeless Liaison when an enrollment request is denied.

Date: _____

Person completing form: _____ Job Title: _____

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

Parent or Guardian: _____

Student(s): _____

Regarding Enrollment Request: _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied based upon the following: _____

You have the right to appeal this decision at the state level by completing the attached appeal form (**FORM 2**) or by contacting the *State Coordinator for Homeless Education*:

Rita Rodriguez

Arizona Department of Education

State Homeless Education Program Coordinator

602-542-4963

homeless@azed.gov

Please Note:

- The student(s) listed above have the right to immediately enroll in the school of residency or school of origin, pending resolution of the dispute.
- You may use the form attached to this notification to provide evidence to support your position.
- You may contact the state coordinator for homeless education:

Rita Rodriguez

Arizona Department of Education

State Homeless Education Program Coordinator

602-542-4963

homeless@azed.gov

- You may seek the assistance of advocates or an attorney.

A copy of our state's Dispute Resolution Process concerning enrollment for students experiencing homelessness can be found on (**FORM 2**).



Espiritu Community Development Corporation
Education of Homeless Children and Youth
Request for State-Level Dispute Resolution
(FORM 2)

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth to appeal the decision of the LEA Homeless Liaison upon completion of the dispute resolution process.

Date submitted: _____
 Person completing form*: _____
 Contact Information: _____
 Relationship to student(s): _____
 Student(s): _____
 School: _____
 Date of enrollment decision being appealed: _____

I wish to appeal the enrollment decision made by the LEA Homeless Liaison.

I have been provided with:

- A written explanation of the Director’s decision.
- Contact information for the state’s Homeless Education Coordinator:

Please return completed form to:
Rita Rodriguez
 Arizona Department of Education
 State Homeless Education Program Coordinator
 602-542-4963
 homeless@azed.gov

- A copy of the state’s Dispute Resolution Process concerning enrollment for students experiencing homelessness.

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

*Signature of person completing form _____