



Homeless Student Dispute Resolution Procedures

1. A parent/guardian of a homeless student has the right to enroll his/her student in either the “school of origin,” which may be the last school attended by the student when permanently housed (to the extent reasonably feasible, and if in the best interests of the homeless student) or the school which serves the location where the student currently resides.
2. The school must provide the parent/guardian, or unaccompanied student, written information regarding school selection or enrollment options available to homeless students under the McKinney-Vento Act.
3. If a school selection or enrollment dispute develops over the selection or enrollment options available pursuant to the McKinney-Vento Act, the school must immediately enroll the homeless student to the school in which enrollment is sought by the parent/guardian, pending resolution of the dispute. In the case of an unaccompanied student, the District Homeless Liaison ensures the student is immediately enrolled in the school pending resolution of the dispute.
4. In order to initiate the dispute resolution process, a Homeless Student Dispute Resolution Form must be completed and filed with the principal of the school wherein the student is currently enrolled.
5. After receipt of the Homeless Student Dispute Resolution Form, the school principal shall meet with the parent/guardian or unaccompanied student in an effort to resolve the school selection or enrollment dispute. If a school selection or enrollment resolution is not reached at the school level, the school principal must notify the District Homeless Liaison of the dispute, and refer the parent/guardian or unaccompanied student to the District Homeless Liaison.
6. The District Homeless Liaison shall meet with the parent/guardian or unaccompanied student in an effort to resolve the school selection or enrollment dispute. Within ten (10) business days of the meeting, the District Homeless Liaison shall provide the parent/guardian or unaccompanied student a written decision regarding the school selection or enrollment decision. The decision shall also include a statement regarding the right to file a complaint with the Utah State Office of Education.
7. Complaints to the Utah State Office of Education shall be in writing and signed by the parent/guardian or unaccompanied student and mailed or delivered to:

State Homeless Coordinator
Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200
8. The State Homeless Coordinator will inform the involved school district(s) of the complaint. The Coordinator will gather needed information and statements of the parties involved and may conduct an independent investigation through an on-site visit if necessary.
9. The State Homeless Coordinator, in consultation with other state officials, will render a written decision and inform the interested parties.
10. If the parent/guardian or unaccompanied student disagrees with the decision rendered by the Utah State Office of Education, the parent/guardian or unaccompanied student has the right to file a complaint with the U.S. Department of Education, Office for Civil Rights.