

For Office Use Only:

Date: _____

Time: _____

Homeless Dispute Resolution District Process

In a case in which a dispute occurs regarding eligibility, enrollment, or school selection of a homeless child or youth, the education decision-maker has the right to appeal using the following process:

- **Level 1: Appeal to the school district's homeless liaison**
- **Level 2: Appeal to the school district's director of schools**
- **Level 3: Appeal to the Homeless Liaison at the Tennessee Department of Education**

Initiation of the Dispute Resolution Process

The education decision-maker shall be informed of their right to appeal the decision made by the school district and the school must provide the following information:

- Written contact information for the district's homeless liaison;
- Written notice of the right to enroll immediately in the school of choice pending resolution of the dispute;
- A form that the education decision-maker can complete and turn in to the district's homeless liaison to initiate the dispute process;
- A copy of the completed form for the education decision-maker for their records at the time it is submitted;
- Written step-by-step instructions on how to object to, or appeal the district's decision regarding the determination of best interest or the provision of other educationally related services.

Level 1: Appeal to the school district's homeless liaison

The student's education decision-maker may dispute the district's best interest determination, transportation decision, or the provision of any other education-related service. They may do so by providing the district or the district's homeless liaison with written notice within five (5) business days of receiving notice of the district's determination.

District Homeless Liaison:

Theresa McCormick, Federal Programs Director
115 Guinn Street
Savannah, TN 38372
731-925-3943

The notice of dispute, if provided to the district, will be immediately forwarded to the homeless liaison, or, if that person is unavailable, another designee. The liaison will log receipt of the notice (including the date and time), and then forward a copy of this documentation to the director of schools. The liaison will make a decision on the dispute within five (5) business days of receipt and inform the educational decision-maker in writing of the result. The following documents will be included with the decision in an "appeals package":

- A copy of the original notice of dispute;

- Any additional information from the education decision-maker and/or homeless liaison; and
- Instructions on appealing the Level 1 decision.

The liaison will verify receipt of the written decision by the education decision-maker.

Level 2: Appeal to the school district's director of schools

If the education decision-maker disagrees with the decision of the homeless liaison, he or she may appeal the decision to the school district's director of schools within five (5) business days of receipt of the Level 1 decision. He or she may do so by using the appeals package provided at Level 1.

Within five (5) business days of the notification to the district that the education decision-maker intends to appeal, the director of schools will arrange to meet within a reasonably expeditious time period either in-person or through a phone conference with the student's education decision-maker.

Within five (5) business days of the conference, the director of schools will provide the education decision-maker with a written decision. The following documents will be included with the decision in an "appeals package":

- A copy of the initial dispute filed at Level 1 and the Level 1 decision;
- A copy of the dispute filed at Level 2 and the Level 2 decision;
- Any additional information from the education decision-maker and/or homeless liaison;
- Instructions on appealing the Level 2 decision.

The district's homeless liaison will also be provided a copy of the Level 2 decision and appeals package. The liaison will be responsible for verifying receipt of the decision and appeals package by the education decision-maker.

Level 3: Appeal to the Homeless Liaison at the Tennessee Department of Education

If the education decision-maker disagrees with the decision of the director of schools, he or she may appeal the decision by notifying the district's homeless liaison within five (5) business days of receipt of the Level 2 decision and their intent to file an appeal.

The district's homeless liaison will forward all documentation and related paperwork to the Homeless Liaison at the Tennessee Department of Education within five (5) business days of receiving notification of the education decision-maker's intent to file an appeal.

The Homeless Liaison at the Tennessee Department of Education will make a final decision within seven (7) business days of receipt of the complaint.

The final decision will be forwarded to the local district's homeless liaison for distribution to the student's education decision-maker and the director of schools.

The district's homeless liaison shall maintain a record of all disputes and shall make them available upon request to the Tennessee Department of Education.

Written Notice of School Placement

Date: _____

Education Decision-Maker: _____

Hardin County School District has determined that the appropriate school placement for _____ is _____ . This determination was based upon:

The educational decision-maker may appeal this decision by completing the attached dispute form, signing it, dating it, and submitting it by _____ (which is within 5 days of receiving this decision) to your child's school for them to forward to the Hardin County Board of Education or you can submit it directly to the Hardin County Board of Education at 155 Guinn Street, Savannah, TN, 38372.

District Homeless Contact:

Theresa McCormick, Homeless Liaison
731-925-3943
theresa.mccormick@hctnschools.com

If the educational decision-maker chooses to initiate a dispute, the student shall remain in the school of origin until the dispute reaches its final resolution.

For Office Use Only: Date: _____ Time: _____ Level 1 _____
Level 2 _____
Level 3 _____

Dispute Form

To appeal the decision, please complete this form and submit it by the date indicated on the Written Notice you received from the district. You must submit this form to your child's school for them to forward to the Hardin County Board of Education or you can submit it directly to the Hardin County Board of Education at 155 Guinn Street, Savannah, TN, 38372.

Student Name: _____

School in which enrollment is sought: _____

I am the educational decision-maker for this student, and I believe the school in which we are seeking enrollment is in the student's best interest because:

If you would like to provide additional information, please attach it to this form.

Education decision-maker's name: _____

Address: _____

Phone number: _____

Please sign and date: _____

Education Decision-Maker's signature

Date