



Date:

Dear Parent, Guardian, or Unaccompanied Youth:

After review, it has been determined that your student DOES NOT QUALIFY FOR MCKINNEY-VENTO SERVICES. There are several factors that are considered when making an eligibility decision. In this case, it is determined that the student has had fixed and adequate nighttime residence since August 2023, which makes him ineligible under the McKinney Vento qualification requirements.

Because the district determined that your family DOES NOT QUALIFY FOR MCKINNEY-VENTO SERVICES, we are providing this information packet to inform you of your right to appeal our decision.

Included, you will find the following:

1. Written contact information for the school district's McKinney-Vento Liaison and State Homeless Education Coordinator
2. Receipt of dispute resolution packet
3. A detachable form that you can complete and turn into the school or McKinney Vento Liaison to initiate the dispute process
4. A written step-by-step description of how to dispute the school district's decision, along with information
5. Written notice of the right to enroll immediately in the school where enrollment was sought pending resolution of the dispute
6. Written timelines for resolving district- and state-level appeals.

If, at any time, you have questions regarding the dispute resolution process, you can contact the district McKinney-Vento Liaison or the State Homeless Education Coordinator, and they will assist you with the process.

Rachel Quarterman  
District McKinney-Vento Liaison  
Granite Falls School District  
205 N Alder Ave  
Granite Falls, WA 98252  
360.691.7717

Melinda Dyer  
WA State Homeless Education Coordinator  
Office of Superintendent of Public Instruction  
PO Box 47200  
Olympia, WA 98504  
360.725.6050



## Receipt of Dispute Resolution Information

Date: \_\_\_\_\_

I, \_\_\_\_\_, am the parent/guardian of a student or an unaccompanied youth that is attending or attempting to enroll in the following school(s) while going through the McKinney-Vento Qualification Dispute Resolution Process:

Student(s) Name(s):

School(s): \_\_\_\_\_  
\_\_\_\_\_

I have received the explanation of the McKinney-Vento Qualification decision. This explanation included:

1. Contact information for the district's McKinney-Vento Coordinator and the Office of the Superintendent of Public Instruction's Homeless Education Coordinator
2. A copy of the dispute resolution process
3. Paperwork to complete if I wish to dispute the district's decision
4. Directions on how to complete the dispute resolution paperwork
5. A summary of the McKinney-Vento Act

I understand that the school district will ensure that my child/ren or myself will attend and fully participate in the school where enrollment is sought while the dispute process is carried out.

\_\_\_\_\_  
Parent/Guardian/Unaccompanied Youth Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Personnel Signature

\_\_\_\_\_  
Date

Upon receipt of the dispute resolution packet, please sign this form and return it to the school or to the district's Homeless Liaison.



## Dispute Resolution Form

Date: \_\_\_\_\_

I have received the explanation of the district's McKinney-Vento Qualification decision concerning my child(ren) or myself (name): \_\_\_\_\_.

I disagree with the district's Does Not Qualify for McKinney-Vento Services decision, and I am appealing that decision for the following reasons:

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I understand that the district will ensure that my child(ren)/I will have the opportunity to attend and participate at the school where enrollment is sought or currently enrolled while the dispute is being carried out.

\_\_\_\_\_  
Parent/Guardian/Youth Signature                      Date

\_\_\_\_\_  
School District Personnel Signature                      Date

School District Use Only: Level I Appeal   Level II Appeal   Level III Appeal

## Parent/Unaccompanied Youth's Guide to the McKinney-Vento Dispute Resolution

If a parent, guardian, or unaccompanied youth wishes to appeal a school district's decision regarding the McKinney-Vento Qualification designation.

1. The parent/unaccompanied youth must submit a request for dispute resolution form to the district Liaison or the school where enrollment is sought within fifteen **(15) business days** of receiving the district's notification that the student DOES NOT QUALIFY FOR MCKINNEY-VENTO SERVICES.
2. Within five **(5) business days** of their receipt of the complaint, the Liaison must make a decision on the complaint and inform the parent or unaccompanied youth of their decision in writing.

If the parent or unaccompanied youth disagrees with the decision made at Level I and wishes to move the dispute resolution process forward to Level II, the parent or unaccompanied youth shall notify the district's McKinney-Vento Liaison of their intent to proceed to Level II within ten **(10) business days** of their receipt of notification of the Level I decision. If the parent or unaccompanied youth wishes to proceed to Level II, the district's McKinney-Vento Liaison will provide an appeals package that includes:

1. A copy of the parent or unaccompanied youth's complaint which was filed at the district McKinney-Vento Liaison at Level I
2. The decision rendered at Level I by the McKinney-Vento Liaison
3. Any additional information from the parent, guardian, unaccompanied youth, or Liaison.

If the dispute remains unresolved after a Level I appeal, the parent, guardian, or unaccompanied youth may appeal the decision to the local school district's Superintendent or the Superintendent's designee. The appeals package from the Level I dispute will be used to facilitate the following:

1. The Superintendent or Superintendents designee (not the Homeless Liaison) will arrange for a personal conference with the parent, guardian, or unaccompanied youth. This will occur within five **(5) business days** of the parent, guardian, or youth's notification to the district of their intent to proceed to the Level II dispute resolution process. This meeting, once arranged, should happen as quickly as possible.
2. The Superintendent, or the Superintendent's designee, provides a decision, in writing, to the parent, guardian, or unaccompanied youth with supporting evidence and reasons within five **(5) business days** of the meeting.

If the parent, guardian, or unaccompanied youth disagrees with the decision at Level II and wishes to move the dispute process to Level III, the parent, guardian, or unaccompanied youth must notify the district's McKinney-Vento Liaison of their intent to proceed to Level III within ten **(10) days of receipt** of notification of the Level II decision. If the dispute remains unresolved:

1. The district Superintendent must forward all written documentation and related paperwork to the OSPI Homeless Education Coordinator or designee, for review within five **(5) business days** of receiving notification that the parent, guardian, or youth would like to proceed to Level III.
2. The entire dispute package including all documentation and related paperwork is to be submitted to OSPI in one complete package via hard copy mail delivery. Documents submitted separately from the dispute package may not be reviewed. The district is responsible for ensuring the dispute packages are complete and ready for review.
3. The OSPI Homeless Education coordinator, along with appropriate OSPI personnel, will make a final decision within fifteen **(15) business days** of receipt of the complaint.
4. The final decision will be forwarded to the school district's McKinney-Vento Liaison for distribution to the parent(s) and local Superintendent.
5. The decision made by OSPI will be the final resolution for placement of a homeless child or unaccompanied youth in the district.