



Official Notice

Dispute Resolution Process for Families experiencing Homelessness

What if the school and I disagree about where my child should go to school?

If you and the school disagree about where your child attends school, IntelliSchool will advise you in writing why we believe your child should go to a different school than the one you want. You have the right to dispute the decision. If you wish to appeal this decision and wish to initiate a dispute, please fill out the attached form.

Note: Your child can still enroll in, attend, and participate fully in the school while the disagreement is being settled.

You can expect the following in the dispute resolution process:

1. The parent or unaccompanied youth must file a request for dispute resolution with the IntelliSchool homeless liaison by submitting the attached form within fifteen (15) business days of receiving notification that the school intends to enroll the students in a school other than the one requested.
2. The homeless liaison will log their receipt of the complaint, including the date and time, with a written description of the situation and the reason for the dispute.
3. The Intellischool Liaison will make a decision within five (5) business days of their receipt of the complaint.
4. You will receive a written notification regarding the homeless liaison's decision.
5. If you feel the dispute was not resolved, an appeal may be submitted to the Arizona State Homeless Education Coordinator.

Who can I contact?

Description of Role	Name	Phone number/Email
IntelliSchool Charter School Homeless Liaison	Mick McElhinney	602.564.7384 www.mmcelhinney@intellischool.org
Arizona State Homeless Coordinator	Rita Rodriguez	602.542.4963 Homeless@azed.gov www.azed.gov/homeless

McKinney-Vento Dispute Resolution – Student Placement Dispute Form

A homeless child or youth has the right to remain at his or her school of origin (public school that the child or youth attended when permanently housed, or the public school in which the child or youth was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend.

When a dispute arises over school placement, this form is to be completed by the parent/caregiver or unaccompanied youth. The school homeless liaison, in consultation with the parent/caregiver or unaccompanied youth, can also complete the form. The Homeless Coordinator, Mick McElhinney, can be contacted at 602.564.7384. *The school homeless liaison can assist you in completing this form.*

Date: _____

Name of Student	School Requested

Person completing form: _____

Relation to student(s): _____

I may be contacted at (phone or e-mail): _____

I wish to appeal the enrollment decision made by:

Name (s) of School (s): _____

Written explanation of your appeal (continue explanation on back of this form if needed):

I have been provided with (please initial in box):

- Written Notification of Placement Decision
- Student Displacement dispute Form
- The contact information for school homeless liaison and state homeless coordinator
- A copy of the state’s dispute resolution process for students experiencing homelessness.

Liaison Signature

Date