

Administrative Directive Title: McKinney-Vento Dispute Resolution Procedures	AD Number: 6.503.1	Adopted: November 2024
Policy References: Board Policy 6.503 – Homeless Students	Revised:	

1 The McKinney-Vento Homeless Assistance Act guarantees rights and services to remove educational
 2 barriers for homeless children and youth. The law requires states and school districts to follow a dispute
 3 resolution process when parents, guardians, or unaccompanied youth and schools, disagree on the
 4 eligibility, enrollment, or educational placement of homeless children and youth.

5 **STUDENTS IN TRANSITION LIAISON**

6 The designated district Students in Transition Liaison is assigned to carry out the dispute resolution
 7 process in an expeditious manner. Murfreesboro City Schools identifies the following person as the
 8 Students in Transition Liaison:

9 Carmen Maples
 10 2552 South Church Street
 11 Murfreesboro, TN 37127
 12 615-893-2313
 13 Carmen.Maples@cityschools.net

14 When a dispute arises over eligibility, enrollment, or school selection, the child or youth shall be
 15 immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. In
 16 the case of an unaccompanied youth, the Students in Transition Liaison shall ensure that the youth is
 17 immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute.

18 **INITIATION OF THE DISPUTE RESOLUTION PROCESS**

19 The parent or the unaccompanied youth shall be informed of their right to appeal the decision made by
 20 the school district and be provided the following information:

- 21 • Written contact information for the Students in Transition Liaison and state coordinator with a
 22 brief description of their roles
- 23 • A simple, written form that parents, guardians, or unaccompanied youth can complete and turn
 24 into the school to initiate the dispute process
- 25 • A copy of the form for the parent, guardian, or youth for their records when it is submitted
- 26 • Written step-by-step instructions on how to appeal the district’s decision
- 27 • Written notice of the right to enroll immediately in the school of choice pending resolution of the
 28 dispute
- 29 • Written notice of the right to appeal to the state if the district-Level resolution is not satisfactory
- 30 • Written timelines for resolving district and state Level appeals

31 **LEVEL 1: DISPUTE RESOLUTION REQUEST**

32 If a parent or unaccompanied youth wishes to appeal a school district’s decision related to a student’s
33 placement, the parent or unaccompanied youth must file a request for dispute resolution with the Students
34 in Transition Liaison by submitting a form that initiates the dispute resolution process.

- 35 • The request for dispute resolution must be submitted by the parent or the unaccompanied youth
36 to the district liaison within five (5) school days of receiving notification that the district intends
37 to enroll the student in a school other than the one requested by the family or the unaccompanied
38 youth;
- 39 • The parent or unaccompanied youth may submit the request directly to the Students in Transition
40 Liaison or they may submit the request to the school where the dispute is taking place;
- 41 • If the request is submitted to the school where the dispute is taking place, the school shall
42 immediately forward the request to the district’s homeless liaison;
- 43 • In the event that the district’s homeless liaison is unavailable, a school district designee may
44 receive the parent's or unaccompanied youth's request to initiate the dispute resolution process.

45 The Students in Transition Liaison must log their receipt of the request, including the date and time, with
46 a written description of the request and the reason for the dispute, and a copy of the request must be
47 provided to the liaison’s immediate supervisor and the Director of Schools.

48 Within five (5) school days of the receipt of the appeal, the liaison must make a decision on the request
49 and inform the parent or unaccompanied youth in writing of the result. It is the responsibility of the
50 district to verify the parent’s or unaccompanied youth’s receipt of the written notification regarding the
51 Level 1 decision.

52 If the parent or unaccompanied youth disagrees with the decision made and wishes to move the dispute
53 resolution process forward to Level 2, the parent or unaccompanied youth shall notify the Students in
54 Transition Liaison of their intent to proceed to Level 2 within five (5) business days of receipt of
55 notification of the Level 1 decision.

56 If the parent or unaccompanied youth wishes to appeal the liaison’s Level 1 decision, the Students in
57 Transition Liaison shall provide the parent or unaccompanied youth with an appeals package containing:

- 58 • A copy of the parent’s or unaccompanied youth’s complaint which was filed with the Students
59 in Transition Liaison at Level 1;
- 60 • The decision rendered at Level 1 by the school district’s liaison; and
- 61 • Any additional information from the parent, unaccompanied youth, and/or Students in Transition
62 Liaison.

63 **LEVEL 2: DISPUTE RESOLUTION APPEAL**

64 If a parent disagrees with the decision rendered by the Students in Transition Liaison at Level 1, the
65 parent or unaccompanied youth may appeal the decision to the Director of Schools, or designee, using
66 the appeal form provided at Level 1. The designee shall be someone other than the Students in Transition
67 Liaison.

68 The Director of Schools/designee will arrange for a conference within five (5) school days of the parent
69 or unaccompanied youth’s notification notifying the district of the intent to proceed to Level 2 of the
70 dispute resolution process. Once arranged, the meeting between the Director of Schools/designee and
71 the parent or unaccompanied youth is to take place as expeditiously as possible.

72 The Director of Schools/designee, will provide a decision in writing to the parent or unaccompanied
73 youth with supporting evidence and reasons. It is the responsibility of the district to verify the parent's
74 or unaccompanied youth's receipt of the written notification regarding the Level 2 appeal decision.

75 A copy of the appeals package, along with the written decision made at Level 2, is to be shared with the
76 Students in Transition Liaison.

77 If the parent of unaccompanied youth disagrees with the decision made at Level 2 and wishes to move
78 the dispute resolution process forward to Level 3, the parent or unaccompanied youth shall notify the
79 Students in Transition Liaison of intent to proceed to Level 3 within five (5) business days of receipt of
80 notification of the Level 2 decision.

81 If the dispute remains unresolved, the process then moves to Level 3.

82 **LEVEL 3: MCKINNEY-VENTO STATE COORDINATOR APPEAL**

83 The Director of Schools/designee shall forward all written documentation and related paperwork to the
84 McKinney-Vento state coordinator for review within five (5) business days of notifying the parent or
85 unaccompanied youth of the decision rendered at Level 2.

86 It is the responsibility of the district to ensure that the documentation that is submitted is complete and
87 ready for review at the time it is submitted to the state coordinator. The McKinney-Vento state
88 coordinator, along with the appropriate office director, and/or office executive director, shall make a
89 final decision within seven (7) business days of receipt of the complaint.

90 The final decision will be forwarded to the Students in Transition Liaison for distribution to the parent
91 and the Director of Schools.

92 The Director of Schools superintendent shall maintain a record of all disputes related to the education of
93 homeless children and youths. These records shall include disputes resolved at Levels one, two, and/or
94 three and shall be made available upon request to the Tennessee Department of Education.

95 **INTERDISTRICT AND INTRADISTRICT DISPUTES**

96 If a dispute arises at the school-Level over school selection or enrollment, the child or youth shall be
97 immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. In
98 the case of an unaccompanied youth, the Students in Transition Liaison shall ensure that the youth is
99 immediately enrolled in school pending resolution of the dispute.

100 Disputes arising between school districts regarding the placement of a homeless child or youth in a
101 district should be resolved between the districts at the local Level in the best interest of the child and
102 according to the law. Disputes between school districts that remain unresolved shall be forwarded in
103 writing to the McKinney-Vento state coordinator by either of the disputing districts. A decision will be
104 made by the state coordinator within seven (7) business days of the receipt of the dispute and will be
105 forwarded in writing to the districts' superintendents, the districts' homeless liaisons, and the parent(s)
106 of the homeless child or youth. The decision made by the McKinney-Vento state coordinator shall be
107 the final resolution between the disputing districts.



McKinney-Vento Dispute Resolution Process

Parent/ Unaccompanied Youth

Dispute Request Form

This form is to be completed by the parent/legal guardian or unaccompanied student when requesting dispute resolution at Level II when a dispute arises over school placement or enrollment decisions, including transportation.

THIS FORM MUST BE RETURNED TO STUDENT SUPPORT SERVICES BY _____

Date Submitted: _____

Student(s) Name	Birth Date	School	Grade

Persons completing form: _____

Contact Information _____

Relationship to student(s): _____

I wish to appeal the placement or enrollment decision regarding the above student(s).

The decision was made by: _____

Provide a written explanation to support your appeal in this space below:

I have been provided with a written explanation of the dispute decision: Yes No

Signature of person submitting dispute: _____

Printed Name: _____

Please submit to the address below:

**2552 South Church Street
Murfreesboro, TN 37127**