

**Florida Department of Education  
Education of Homeless Children and Youth**

**Dispute Resolution Process**

<p><b>Step 1</b> <i>School Enrollment</i></p>	<p>School selection/enrollment of a homeless child or youth will be determined by the parent or guardian or unaccompanied youth, in the best interest of the child or youth. The child or youth will be enrolled in either the school of origin, defined as the last school attended by the student when permanently housed or in the school which serves the location where the student currently resides.</p> <p>Written information regarding school selection/enrollment options available under the McKinney-Vento Act, [§722(g)(3)(C)], must be provided to parents, guardians or unaccompanied youth by the school.</p> <p>If a school selection/enrollment dispute develops regarding the enrollment options available under the McKinney-Vento Act, [§722(g)(3)], the child or youth will immediately be admitted to the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. In the case of an unaccompanied youth, the Homeless Education Liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.</p>
<p><b>Step 2</b> <i>Enrollment Dispute</i></p>	<p>If a school selection/enrollment resolution is not reached at the school level, the LEA Homeless Education Liaison will be notified of the enrollment dispute by the school staff. A resolution of the dispute will be facilitated by the Homeless Education Liaison.</p> <p>A written explanation of the school’s decision regarding school selection/enrollment shall be provided to the parent, guardian, or unaccompanied youth by the Homeless Education Liaison, including a statement regarding the right to appeal the decision to the Florida Department of Education. [§722(g)(3)(B)(ii)].</p>
<p><b>Step 3</b> <i>Appeal Process</i></p>	<p>An appeal of the school selection/enrollment decision may be filed with the State by the parent, guardian, unaccompanied youth, or school district via the State Homeless Education Coordinator. Appropriate appeals forms are to be provided by the Homeless Education Liaison.</p> <p>A written decision regarding the appeal will be provided to all parties involved by the Florida Department of Education.</p>

Parent/Guardian/Majority Student/Unaccompanied Youth Initials \_\_\_\_\_