



**Michigan Dispute Resolution Procedure  
for  
McKinney-Vento Homeless Education Programs**

**REVISED – AUGUST 2013**

The McKinney-Vento (M-V) Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students and their parents/guardians regarding the education of homeless children and youth. Guidance for school selection and other decisions are provided in the M-V law. The law includes dispute resolution among the required duties of the LEA Liaison.

**[McKinney-Vento Homeless Assistance Act, Section 722(g)(3)(E)]**

**The following procedures are specified in the Act:**

- **Enrollment:** Immediately enroll the homeless student in the school preferred by the parents until the dispute is settled. Provide the parent, guardian, or unaccompanied youth with a copy of the educational rights of homeless students (in a format and language understood by the parent, guardian, or youth).
- **Written explanation:** Provide a written explanation of the education agency decision to the parent/guardian or unaccompanied youth.
- **Liaison:** The designated LEA liaison is assigned to carry out the dispute resolution in an expeditious manner.
- **District:** It is the responsibility of the school district to inform the parents/guardians of homeless students of the Dispute Resolution Procedures.

**The Michigan Department of Education (MDE) Homeless Education Program has adopted the following dispute resolution process. Local Education Agencies (LEAs) may adopt this procedure or develop their own, as long as the local procedure is first approved by the MDE Homeless Education Program in the Office of Field Services.**

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for McKinney-Vento Homeless Education Programs**

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**In a case where a dispute occurs regarding the education of a homeless child or youth, the following process must be followed:**

**LOCAL/REGIONAL LEVEL**

Every effort must be made to resolve the dispute at the local level before it is brought to the MDE. If the LEA does not have an approved dispute resolution procedure in place, the Liaison must follow the MDE Dispute Resolution Procedure.

***Step 1: District McKinney-Vento Liaison***

- If a question concerning the education of the homeless child arises, the first person contacted in the school district must be the M-V homeless liaison.
- **The Complainant may make contact in person or by phone, email, or in writing with the District M-V Liaison.**
- Each school district is required to have a designated homeless liaison, and staff in every school and district central office must be able to quickly identify and refer to their district's M-V homeless liaison.

**The LEA M-V Homeless Liaison MUST:**

- Discuss the complaint with the Complainant and provide the Complainant with a copy of the district/state plan or policy for the education of homeless children and youth.
- Make a determination as to whether the requested services for the homeless student are consistent with local school board (or MDE) policy.
- Advise (and may assist) the Complainant to present their concern in writing to the District M-V Homeless Liaison within two (2) school days of this discussion.
- Provide a written proposal of resolution of the complaint or a plan of action to the Complainant within five (5) school days of the date of receipt of the written complaint.
- **THE STUDENT(S) MUST BE ENROLLED AND SERVED IMMEDIATELY, AND REMAIN ENROLLED AT THE REQUESTED SCHOOL(S) WHILE THE DISPUTE IS BEING RESOLVED.**

***Step 2: McKinney-Vento (MV) Homeless Education Grant Coordinator***

- If the Complainant wishes to appeal the determination of the District Liaison, the Complainant must notify the Liaison in person or by phone, email, or in writing within two (2) school days of the receipt of the Liaison's determination.
- The District Liaison will immediately share the written dispute documents with the MV Grant Coordinator of the district's consortium.

- The MV Grant Coordinator will review the dispute documents and make a written recommendation to the District Liaison regarding the resolution of the complaint, in the best interests of the student's education.

### **STATE LEVEL**

If the complaint is not resolved in a satisfactory manner at the local/regional level, the appeal will be directed to Michigan Department of Education (MDE) by either the District M-V Liaison, the MV Grant Coordinator or the Complainant. Appeals made under this process must be made in writing and signed by the Complainant. Either the Liaison or Grant Coordinator may assist the Complainant in preparing the written documents. The following steps are to be taken.

### **Step 3: Regional McKinney-Vento Staff**

- The District Liaison, Grant Coordinator or Complainant must submit a letter/message summarizing all correspondence regarding the dispute (electronic communication preferred), attach copies of all prior correspondence and relevant documentation, and send electronically to [kies-lowep@michigan.gov](mailto:kies-lowep@michigan.gov), or send in hard copy to State Coordinator for Homeless Education, Michigan Department of Education, Office of Field Services, Special Populations Unit, P.O. Box 30008, Lansing, MI 48909.
- Include in the message/summary to the State Coordinator:
  - A description of the situation that prompted the complaint.
  - The name(s), age(s) and grades of the child or children involved.
  - The name(s) of the involved school district personnel and the school district(s) involved.
  - A timeline and description of the attempts that were made to solve the issue at the local level, including copies of any documentation to date.
- The State Homeless Education Coordinator will gather any additional information needed from statements of the parties involved – without reviewing this - and will forward the information within five (5) school days of receipt of documentation from all parties to three regional MV staff:
  - Two (2) MV Grant Coordinators (not involved in the current case)
  - One (1) MDE MV Monitor (not involved in the current case)
- These regional staff will review all documentation in the case and use the MDE Dispute Review Form to submit a summary, concerns and recommendations to the State Coordinator within five (5) school days.

#### **Step 4: State Coordinator**

When the reviews of the regional staff are received by the MDE, the materials will be reviewed by the State Coordinator.

- Within two (2) school days after receiving the regional reviews, the State Coordinator will render a decision and notify the all interested parties in writing.
- The State Coordinator will retain copies of all relevant information and correspondence for each dispute brought to the state level.

#### **Step 5: Special Populations Manager**

If the complaint is not resolved in a satisfactory manner at the level of the State Coordinator, the final appeal will be directed to the OFS Special Populations Manager by either the District M-V Liaison, the MV Grant Coordinator or the Complainant. Appeals made under this process must be made in writing and signed by the Complainant. Either the Liaison or Grant Coordinator may assist the Complainant in preparing the written documents. The following steps are to be taken.

- **Within five (5) school days after receiving the regional reviews, the Special Populations Manager (Office of Field Services) will render a final decision and notify the all interested parties in writing.**
- **The final decision in such disputes rests with the MDE Office of Field Services.**
- **There are no federal level appeals for McKinney-Vento disputes through the US Department of Education.**

#### **PLEASE NOTE:**

**While the dispute is being resolved, the child or children in question MUST BE ENROLLED, attending and participating in school. If the dispute is concerning the school of "best interest," the student(s) must be enrolled in the school preferred by the parent/guardian or unaccompanied youth.**

**All public school districts MUST have a current MV Dispute Resolution Procedure on file with the MDE Homeless Education Program.**

#### **ATTACHMENTS:**

Written Notification of MV Enrollment Decision BY SCHOOL  
LEA Dispute Resolution Appeal SAMPLE 1  
LEA Dispute Resolution Appeal SAMPLE 2  
MDE DISPUTE REVIEW FORM, Aug2013