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| Revised:<br>06/01/11  | <b>ARIZONA</b><br><b>DEPARTMENT OF EDUCATION</b><br><br><b>McKinney-Vento</b><br><b>Homeless Education</b><br><b>GUIDELINE</b> |                             |
| SUPERSEDES:<br>All Previous Versions                          |  | SHEET            - 1 of 3 - |
| <b>SUBJECT:</b><br>Dispute Resolution Procedure (LEA vs. LEA) |  |                             |

**I. PURPOSE**

A. To provide an opportunity for a Local Education Agency to dispute another Local Educational Agencies decision on school selection, school enrollment or transportation feasibility.

**II. BACKGROUND INFORMATION**

A. The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 requires the State Educational Agencies (SEAs) have a procedure for the prompt resolution of disputes regarding the educational placement of homeless children and youth.

**III. PROCEDURE**

A. If a dispute arises over school selection or enrollment, the Local Educational Agency (LEA) must immediately enroll the homeless student in either the school of origin or the school of residency, whichever is sought by the parent, guardian, or homeless youth, pending resolution of the dispute.

B. The LEA must provide transportation to the parent-selected school for the duration of the dispute resolution process and the two LEAs involved in the dispute must split the costs associated with this transportation.

C. The LEA shall provide the other LEA written notice of the LEA’s decision regarding school selection, school enrollment or transportation feasibility. Confirmation of the written notice to the LEA shall be provided to the Office of State Coordinator for the Education of Homeless Children & Youth. This can be accomplished by Certified Mail (United States Postal Service), hand delivery with written signature by the other LEA, or email receipt.

D. To initiate the state level dispute resolution process, within seven (7) work days after receiving written notification of the district level or inter-district decision, LEA, must forward to the Arizona Department of Education Homeless Education Coordinator:

1. A copy of the State Level Notice of Appeal Form (page 3); and
2. A copy of the LEAs written decision

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E. Upon receipt of a notice of appeal, the Homeless Education Coordinator shall, within seven (7) work days, convene a panel of at least two (2) Arizona Department of Education employees, including the Homeless Education Coordinator and the Deputy Associate Superintendent for the Unit or his/her designee.

F. This panel shall review the entire record of the dispute, including any written statements submitted, and make a determination based on the child or youth's best interest. Within seven (7) workdays of the date the panel convenes, the Arizona Department of Education will issue this decision in writing.

G. The determination of the panel shall be final.

