



Hamilton County Department of Education
Family Transition Education Program
 McKinney Vento-Dispute Form
 2018-2019

PARENTS/GUARDIANS/YOUTH: If you have received a "Notification of McKinney-Vento Eligibility" or a "Notification of McKinney-Vento School of Origin Decision" letter from a school and you disagree with the decision that has been made, please complete the information below. A representative from The Homeless Education Program office will contact you within two (2) school days to obtain additional information and to work on resolving the dispute.

SCHOOL STAFF: If you disagree with an eligibility or school of origin decision, please complete the information below. A representative from The Homeless Education Program office will contact you within two (2) school days to obtain additional information and to work on resolving the dispute.

Student Name _____ Date of Birth _____
 (Last) (First) (Middle)

School _____ Date _____

Home Address: _____

Parent/Guardian Name _____ Phone Number _____

Complaint: _____

 Name of person completing this form (please print)

 Signature

 Relationship to student

 Contact number

SCHOOL DISTRICT STAFF—

Fax this form to 498.6692 and file the original in the student's school record. The student has the right to remain in school while the dispute is being reviewed.

After this form is submitted to the local homeless liaison, you will receive a written explanation of the decision made within five (5) business days. If you are not satisfied with the decision, you have the right to appeal to the Assistant Superintendent within ten (10) business days of receiving the written decision.

Grounds for determining placement concerning best interest of student:

- Safety of student
- Continuity of instruction
- Likely area of family's or youth's future housing
- Time remaining in academic school year
- Anticipated length of stay in temporary living situation
- School placement of siblings
- Whether the student has special needs that would render the commute harmful

SPACE RESERVED FOR HOMELESS EDUCATION PROGRAM STAFF NOTES:

Date Received: _____ Eligibility Dispute _____ School of Origin Dispute _____