

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount, Minnesota  
*Educating our students to reach their full potential*

Series Number **501.8.3.4P** Adopted **June 2007** Revised \_\_\_\_\_

Title **Dispute Resolution Notice** \_\_\_\_\_

[Date]

Dear [Name],

I am writing to provide you with written explanation of the School District's decision regarding your request pursuant to the McKinney-Vento Homeless Assistance Act. The School District's decision is as follows: \_\_\_\_\_  
\_\_\_\_\_

If you choose to dispute this decision, you are entitled to an appeal. An appeal may be initiated by contacting the School District's Homeless Liaison in writing. The Homeless Liaison is the person designated by the School District as the district contact for students in homeless situations. The Homeless Liaison must carry out the provisions of the law. Contact information for the District's Homeless Liaison is as follows: \_\_\_\_\_  
\_\_\_\_\_

The School District's Homeless Liaison will review the decision *within five business days* and determine whether the decision should be changed in any way. You may provide the Homeless Liaison with written or oral information to support your position. The Homeless Liaison's decision will be provided to you in writing *within the five-day period*. If you continue to be dissatisfied with the decision, you have *two business days* to request in writing that the Superintendent or the Superintendent's designee review the decision of the Homeless Liaison. The Superintendent will issue a final decision *within two business days* of your written request.

If you are dissatisfied with the School District's decision, you are entitled to an appeal under the State of Minnesota's dispute resolution process. You may appeal to the state by contacting the Minnesota Department of Education's State Coordinator for the Education of Homeless Children and Youth or by asking the above-named Homeless Liaison to notify the State Coordinator of the dispute. The State Coordinator will take action to resolve the dispute in accordance with the State's dispute resolution procedures. Contact information for the State Coordinator for the Education of Homeless Children and Youth is as follows: \_\_\_\_\_  
\_\_\_\_\_

Your child is entitled to enroll immediately in the school in which you seek enrollment pending resolution of the dispute. Enrollment includes participation in all school services and activities for which your child is otherwise eligible.

Please contact me if you have any questions or you do not understand the content of this letter.

Sincerely,  
[Name]  
Building Principal