

POLICY: HOMELESS STUDENT ENROLLMENT AND DISPUTE RESOLUTION

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

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The McKinney-Vento Homeless Assistance Act requires the immediate enrollment of students experiencing homelessness, even if the child or youth is unable to produce the records normally required for enrollment (such as previous academic records, records of immunization and other required health records, proof of residency, proof of guardianship, birth certificates, or other documentation), has missed application or enrollment deadlines during a period of homelessness, or has outstanding fees. J. Paul Taylor Academy (JPTA) will provide equal opportunity for students experiencing homelessness to attend by extending the application deadline if it was missed because the student, parent, or guardian experiencing homelessness did not receive written information mailed by the district, there are still enrollment slots available, or if the lottery has not already occurred.

JPTA will not enroll a student experiencing homelessness if the school has exceeded its enrollment cap, but rather, will assist the family with finding another school in the local attendance area where the family is staying and will notify the LEA's homeless liaison for assistance in this effort.

Parents, guardians, and unaccompanied youth have the right to raise a complaint, issue, or file an appeal. If a dispute arises over eligibility or enrollment at JPTA, the parent, guardian, or unaccompanied youth shall be referred to the school's liaison, the Executive Director, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of such dispute. [42 U.S.C. § 11432(g)(3)(E)(iii)]. To begin the dispute process, parties shall obtain the Homeless Student Dispute Form from the front office.

If a dispute arises over enrollment at JPTA:

The parent or guardian shall be provided with a written explanation of the school's decision of selection or enrollment, including the right to appeal the decision.

Upon receipt of a written complaint from the parent or guardian of a homeless student, or an unaccompanied homeless student, the Executive Director shall resolve the complaint within five school days.

If the parent, guardian, or unaccompanied homeless student is dissatisfied with the resolution, or if the Executive Director does not issue a decision within five school days, the parent, guardian, or unaccompanied homeless student may file a written complaint with the Chair of the Governance Council.

The Chair of the Governance Council shall issue a decision within ten school days.

If the Chair of the Governance Council does not issue a decision within ten days, or if the parent, guardian, or unaccompanied homeless student is dissatisfied with the decision, the party may appeal the decision to the Chair of the Governance Council, in writing.

If the parent, guardian, or unaccompanied homeless student is dissatisfied with the decision of the Chair of the Governance Council, or the decision is not issued within ten days, the party may submit the dispute to the New Mexico Public Education Department State Coordinator of Education for Homeless Children and Youth.

Legal Reference: Grants for state and local activities for the education of homeless children and youths [42 U.S.C. § 11432]