

Book: Bylaws and Policies  
Section: 5000 Students  
Title: Homeless Students  
Number: 5111.01  
Status: Active  
Legal:  
Adopted: April 21, 2010  
Last Revised: June 4, 2013  
Last Reviewed: June 4, 2013

#### Policy Detail

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the Corporation and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless students. See AG 5111.01 for definition of a homeless student.

Homeless students will be provided services comparable to other students in the Corporation, including:

- A. Transportation Services
- B. Educational services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs.
- C. Programs for children with disabilities.
- D. Programs for students with limited English proficiency.
- E. Programs in vocational and technical education.
- F. Programs for gifted and talented students.
- G. School nutrition programs.

The name and contact information for the Liaisons for Homeless Children shall be posted on the Corporation's internet website and shall be reported to the Indiana Department of Education.

The Superintendent will appoint the Chief of School Services as Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youth.

**Form 1**

**RESPONSE TO WRITTEN NOTIFICATION OF DENIAL  
LEVEL I**

To dispute an enrollment decision:

**Option #1:** This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth. The completed forms should be returned to the student's school.

**Option #2:** The information below may be shared verbally with the district liaison as an alternative to completing this form. In case of a verbal reply, school/district personnel will transcribe the information on this form for the person's initials.

District Liaison Designee: James Taylor or [jtaylor2@warren.k12.in.us](mailto:jtaylor2@warren.k12.in.us).

Date Submitted: \_\_\_\_\_

Student(s): \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Relation to student(s): \_\_\_\_\_

Contacted Information (phone and/or email): \_\_\_\_\_

I wish to appeal the enrollment decision made by:

School: \_\_\_\_\_

I have been provided with:

- **A written explanation of the school's decision,**
- **Contact information for the local homeless education liaison, and**
- **Notice of Right to**

Optional: Written explanation to support your dispute appeal (extra space on back if needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date submitted: \_\_\_\_\_

Dispute Meeting Date: \_\_\_\_\_

Form 2

**RESPONSE TO WRITTEN NOTIFICATION OF DENIAL  
Level II**

To dispute an enrollment decision:

**Option #1:** This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth. The completed forms should be returned to the student/s school.

**Option #2:** The information below may be shared verbally with the district liaison as an alternative to completing this form. In case of a verbal reply, school/district personnel will transcribe the information on this form for the person's initials.

District Liaison: Lou Ann Schwenn (317-869-4349) or [lschwenn@warren.k12.in.us](mailto:lschwenn@warren.k12.in.us)

Date Submitted: \_\_\_\_\_

Student(s): \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Relation to student(s): \_\_\_\_\_

Contact Information (phone and/or email): \_\_\_\_\_

I wish to appeal the enrollment decision made by:

School: \_\_\_\_\_

I have been provided with:

**A written explanation of the school's decision,  
Contact information for the local homeless education liaison, and  
Enrollment Dispute Resolution Process for the MSD Warren Township School District  
(Title 14, 901)**

Optional: Written explanation to support your dispute appeal (extra space on back if needed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted: \_\_\_\_\_

Dispute Meeting Date: \_\_\_\_\_

### Level III

**State Level Dispute Resolution Forms** – On line or contact your building level administrator or the Warren Educational Service Center. You may also contact the Indiana Department of Education:

Julie Smart

Program Coordinator for School Social Work and McKinney-Vento Education Coordinator

[jsmart@doe.in.gov](mailto:jsmart@doe.in.gov) (link sends e-mail)

South Tower, Suite 600  
115 W. Washington Street  
Indianapolis, IN 46204  
(317) 234-4827

District Liaison Designee: Lou Ann Schwenn

Title: Assistant to the Superintendent,

McKinney-Vento Student Assistance Program District Liaison

Phone number: 317-869-4349 or [lschwenn@warren.k12.in.us](mailto:lschwenn@warren.k12.in.us)

Address: 975 North Post Road, Indianapolis, Indiana 46219

869-4300 fax 869-4399