

**NOTICE OF PARENTS RIGHTS AND RESPONSIBILITIES  
FOR THE INITIATION OF THE  
DISPUTE RESOLUTION PROCESS**

In a case where a dispute occurs regarding the enrollment of a homeless child or youth, the following information should be shared with parents or unaccompanied youth 18 or over:

1. Written contact information for the District homeless liaison(s).
2. A simple form that parents, guardians, or unaccompanied youth can complete and turn into the school to initiate the dispute process. The school should copy the form and return the copy to the parent, guardian, or youth for their records when it is submitted.
3. Written notice of the right to appeal to the state if the district-level resolution is not satisfactory.

**NOTICE OF RIGHT TO APPEAL**

Be advised that you have the right to appeal the decisions made by MSD of Warren Township regarding your student's eligibility and enrollment under Title X, Part C of the McKinney-Vento Homeless Assistance Act. Students involved in a McKinney-Vento dispute process have the right to enroll immediately in the school of choice pending resolution of the dispute. Immediate enrollment includes full participation in all school activities.

As the district's McKinney-Vento Homeless Education Liaison designee, notification should be made to James Taylor in writing within 10 business days of receipt of this letter if you want to appeal the district's decision outlined above. Attached you will find an appeal form that you can use for this notification. If we cannot reach a resolution at the district-level, the dispute will be moved to the state level for final resolution, facilitated by the Indiana Department of Education's (IDOE) State Coordinator for the McKinney-Vento Act. State Coordinator, Julie Smart can be reached by phone at 317-234-4827 or via e-mail at: [jsmart@doe.in.gov](mailto:jsmart@doe.in.gov). Attached you will find a copy of Indiana's McKinney-Vento Dispute Resolution Process that provides additional details on the state's McKinney-Vento dispute and appeals process, including key timelines.

Feel free to contact me if you have questions on this decision or the McKinney-Vento dispute or appeal process.

Attachments:

<http://www.doe.in.gov/sites/default/files/student-services/complaint-procedure.pdf>

<http://www.doe.in.gov/sites/default/files/student-services/dispute-process.pdf>

Sincerely,

Lou Anne Schwenn  
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