

Sample Dispute Resolution Form

McKinney-Vento Eligibility Determination Notice

Date: _____

Dear: _____,

Thank you for speaking with us and providing information about **your child (ren)'s** current living situation. We understand that housing changes can be difficult for families and may affect a student's education. After reviewing the information provided, the LEA has determined that _____ is eligible _____ ineligible for McKinney-Vento services at this time.

Reason for the Decision:

State the relevant facts and explain why they support the eligibility decision. Bullets may be used.

Right to Appeal:

You have the right to appeal this decision. To appeal, complete the appeal form on page 2 and submit it within five business days of receiving this notice. The LEA McKinney-Vento Liaison can assist you with completing and submitting the appeal.

Printed Name: _____

Date: _____

Signature: _____

Position: _____

McKinney-Vento Eligibility Appeal Form

This form must be submitted within five business days of receiving the McKinney-Vento Eligibility Decision Notice. Must include the determination notice.

Receipt Date of Eligibility Decision _____ Submission Date of Appeal: _____

Name of Person Submitting Appeal: _____

Relationship to Student (s): _____

Phone Number: _____ Email Address: _____

Reason for the Appeal

Please explain why you disagree with the eligibility determination. Include any additional information about the student's current living situation that you believe should be reconsidered.

Signature of Person Submitting Appeal: _____

Submit appeal to McKinney Vento State Coordinator:
Dr. Antiqua Hunter at antiqua.hunter@la.gov