

ADMISSION OF HOMELESS STUDENTS

Level 1

A complaint regarding the placement or education of a homeless student shall first be presented orally and informally to the Berlin Public School District's Homeless Education Liaison. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the Homeless Liaison. The written charge should include the following information: date of filing, description of dispute, the name of the person or persons involved, the action taken during the informal charge stage. Within five (5) business days after receiving the complaint, the Liaison shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the Liaison will inform the Superintendent of Schools of the formal complaint and the disposition.

Level II

Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the Superintendent of Schools by filing a written appeal. This appeal shall consist of the complainant's grievance and the decision rendered at Level I. The Superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five (5) business days after receiving the complaint, the Superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

A written explanation of the Superintendent's decision regarding school enrollment shall be provided to the parent/guardian, student of lawful age, or unaccompanied youth, including a statement regarding the right to appeal the decision to the commissioner of the New Hampshire Department of Education.

Level III

The complainant may appeal the Superintendent's decision to the New Hampshire Department of Education, Dispute Resolution and Constituent Complaints. In the case of any unaccompanied youth, the Local Homeless Education Liaison will assist the youth in the appeal process.

Contact Information

- Title I Project Manager, Berlin Homeless Education Liaison; 603-752-6500
- Corinne Cascadden, Berlin Superintendent of Schools; ccascadden@sau3.org; 603-752-6500
- Lynda Thistle Elliott, Director, Office of Homeless Education, NH Dept. of Education; Lynda.thistleelliott@doe.nh.gov; 603-271-3840
- Stephen Berwick, Coordinator Dispute Resolution and Constituent Complaints, NH Dept. of Education, Stephen.berwick@doe.nh.gov; 603-271-2299

Attached

- Written Notice of Enrollment Decision
- Written Notice of a Disputed Enrollment Decision
- Berlin School Department Policy JFABD
- NHDOE Homeless Dispute Resolution Process

Berlin School Department
SAU#3
Written Notice of Enrollment Decision
(Denial of Enrollment Request)

To be completed when an enrollment request is denied:

Date: _____ School Requested: _____

Person completing form: _____ Title: _____

In compliance with Section 722 (g) (3) (E) of the McKinney-Vento Homeless Education Assistance Act of 2001, this written notification is provided to the following.

Student(s): _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon the following.

You have the right to appeal this decision by completing the Written Notice of a Disputed Enrollment Decision Form or by contacting the school district's local homeless education coordinator.

Liaison name: Title I Project Manager
Phone number: 603-752-6500
Email: ccascadden@sau3.org

In addition:

- The student listed above has the right to immediately enroll in the school of choice pending resolution of the dispute.
- You may provide written or verbal documentation to support your position. You may use the Written Notice of a Disputed Enrollment Decision form that accompanies this notification.
- You may contact the NH Director for Homeless Education or the Coordinator of Dispute Resolution to request a state-level review of the district's final decision regarding an enrollment issue.
- You may seek the assistance of advocates or attorneys.
- A copy of the New Hampshire Department of Homeless Education Enrollment Dispute Resolution Process accompanies this notification

Berlin School Department
SAU #3
Written Notice of a Disputed Enrollment Decision

This form is to be completed by the parent, guardian, caretaker or unaccompanied youth when a dispute arises. This information may be shared verbally with the Berlin Homeless Education Liaison as an alternative to completing this form.

Date Submitted: _____ Student: _____

Relation to student: _____

I may be contacted at (phone or email): _____

School or Other Disputed Request: _____

Berlin School Department Staff involved with Disputed Decision: _____

I have been provided with the following.

_____ A written explanation of the district's decision

_____ Contact information for the Berlin Homeless Education Liaison, Superintendent, the NHDOE Director of Homeless Education and the NHDOE Coordinator or Dispute Resolution.

_____ A copy of the state's enrollment dispute resolution process for students experiencing homelessness.

You may include a written explanation to support your appeal in this space or provide your explanation verbally.

The school provided me with a copy of this when submitted. _____ (initial)

First Reading: December 3, 2015

Second Reading: December 17, 2015

Adopted: December 17, 2015