Milwaukee Public Schools

Homeless Education Program

Student Placement Dispute Form

A homeless child or youth has the right to remain at his or her school of origin (public school that the child or youth attended when permanently housed, or the public school in which the child or youth was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend.

When a dispute arises over school placement, this form is to be completed by the parent/caregiver or unaccompanied youth. The Homeless Coordinator, in consultation with the parent/caregiver or unaccompanied youth, can also complete the form. A Homeless Coordinator can be contacted at (414) 475-8911.

Student _____

MPS ID _____ Date of birth _____

Person filing dispute _____

Relationship to student_____

I may be contacted at: Phone _____

E-mail_____

I have been provided with a copy of the Student Assignment Form indicating the school placement. *Check one.* ☐ Yes☐ No

School assigned _____

School requested _____

Please write a brief explanation of your dispute.

_____

_____

_____

_____

Signature _____ Date_____

PARENT/CAREGIVER OR UNACCOMPANIED YOUTH

Return this completed form to the Homeless Education Program at Central Services.
If turned in at the school, school staff must fax to the HEP office at (414) 777-7803.
Note: The student will attend the requested school until the dispute is resolved.

Homeless Coordinator signature:_____ Date_____

A copy of the form must be given to the parent/caregiver or unaccompanied youth. The form will be faxed to both the assigned school and the requested school by the Homeless Coordinator. The parent will receive written notification of the dispute resolution within five business days.

Working for Children

Department of Parent and Student Services
5225 W. Vliet St., P.O. Box 2181 ▪ Room 133 ▪ Milwaukee, WI 53201-2181
Phone: **(414) 475-8448** ▪ FAX: **(414) 475-8626** ▪ TTY: **(888) 692-1408**
E-mail: **555@milwaukee.k12.wi.us**

Milwaukee Public Schools
Homeless Education Program

Written Notification of Dispute Resolution

Date:_____

To: Parent/caregiver or unaccompanied youth _____STUDENT NAME HERE_____

In reference to: Section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act of 2001.

After reviewing your request to enroll the student listed above at _____REQUESTED SCHOOL_____

School, the enrollment request is: *Check one.* ☐ Denied ☐ Accepted

This determination was based upon:_____

_____

_____

_____

Student is assigned to _____   Start Date _____

You have the right to appeal this decision to the Wisconsin Department of Public Instruction (the procedure is attached). You may contact the State Coordinator for Homeless Education at the Wisconsin Department of Public Instruction at (608) 261-6822. You may also seek the assistance of an advocate or attorney.

Sincerely,

Director of Parent and Student Services
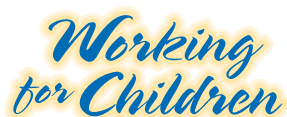Milwaukee Public Schools
(414) 475-8692

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Homeless Education Program

Student Placement Dispute Process

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When a dispute arises over school placement the Homeless Coordinator, in consultation with the parent/caregiver or unaccompanied youth, will complete a student placement dispute form. A Homeless Coordinator can be contacted at (414) 475-8911. The Homeless Coordinator will submit the dispute form to the Homeless Liaison. The Homeless Liaison will make a determination and send the disputant a copy of the *Written Notification of Dispute Resolution* form. The student has the right to attend the school of choice until the dispute is resolved.

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