

**PROGRAMS FOR HOMELESS STUDENTS**  
*(Notification of Eligibility, Enrollment or Placement of Homeless Students)*

This form is intended to provide notice and explanation of the district's decision on \_\_\_\_\_'s [student's name] eligibility for homeless services, enrollment or placement.

**Eligibility Determination**

The district has determined that \_\_\_\_\_ [student's name]  
\_\_\_ **Is** \_\_\_ **Is Not** eligible for homeless student services because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In making the above decision, the district considered the following options: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If applicable*, the reasons the above options were rejected are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The district considered the following factors and information deemed relevant to the district's decision, which may include, but are not limited to, relevant facts and evidence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Enrollment/Placement Determination**

The district has determined it would be in \_\_\_\_\_'s  
[student's name] best interest to be educated at \_\_\_\_\_  
Boonville R-I School District. The following is an explanation of the district's decision: \_\_\_\_\_

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In making the above decision, the district considered the following alternate placements:

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*If applicable*, the reasons any of the above alternate placements were rejected are: \_\_\_\_\_

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The district considered the following factors and information deemed relevant to the district's decision, which may include, but are not limited to, relevant facts and evidence:

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**Right to Appeal**

While the dispute process is ongoing, the student in question must be enrolled in school. If the dispute revolves around which school is the school of best interest for the student, the student shall be enrolled at the school to which the parent/guardian or unaccompanied student seeks enrollment while the final resolution of the dispute is pending. The student shall be allowed to fully participate in school activities and receive transportation, if requested.

As the parent, guardian or unaccompanied youth, you have the right to appeal this decision in the following manner:

1. If you do not agree with the district's decision regarding the eligibility, enrollment or placement of the student, please notify the homeless liaison. The homeless liaison serves as the intermediary between homeless students and the school the student attends. The contact information for the district's homeless liaison is: Superintendent

Address: 736 Main Street, Boonville, MO 65233

Phone: 660-882-7474 Fax:660-882-5721

The written complaint must include the following:

- < A request that a written proposed resolution of the dispute or plan of action be provided within five business days of the date the complaint was received by the district liaison.
  - < A request that a review of the proposal or plan of action with the district liaison shall follow.
3. When you contact the homeless liaison, the liaison will provide you a copy of or access to the district's policies addressing the education of homeless students.
  4. You can file a written complaint to the homeless liaison. Within five days of the submission of the complaint, the homeless liaison will provide a written resolution of the dispute or a plan of action. You and the district may mutually agree to an extension; however, every effort will be made to resolve the complaint in the shortest possible time.
  5. If your dispute is not resolved at the district homeless liaison level, you may file a complaint in writing with the superintendent or designee for review. Within five days of receiving the written complaint, the superintendent or designee will provide a written resolution of the dispute or a plan of action. You and the district may mutually agree to an extension of time; however, every effort will be made to resolve the complaint in the shortest possible time.
  6. If your dispute is not resolved at the superintendent level, you may file the written complaint with the Board of Education for resolution. The Board will provide a written resolution or plan of action within 30 days of the date the written complaint was received by the Board.
  7. If your dispute is not resolved at the district level, you may bring your dispute to the Missouri Department of Elementary and Secondary Education. Your complaint must be in writing and must be signed by you. The complaint must be addressed to:

State Homeless Coordinator  
Federal Programs  
P.O. Box 480

Jefferson City, MO 65102-0480

The complaint must include the following:

- < A detailed description of the dispute.
- < The names and ages of the children involved.
- < The name(s) of involved school and district personnel and the district(s) or school(s) they represent.
- < A description of the attempts that were made to resolve the issue at the district level.

The director of federal programs (director) will inform the involved schools and districts of the complaint. The director or the director's designee will gather needed information, including documentation and statements of the parties and may conduct an independent investigation through an onsite visit if necessary.

8. Within 30 days of receipt of the complaint, the director will inform you, and other interested parties, in writing of the decision. Although the standard procedure allows 30 days for a response, every effort will be made to resolve the complaint in the shortest possible time.
9. If you disagree with the director's decision, you may, within ten business days, appeal the decision to the deputy commissioner of learning services. The appeal must be in writing and state why you disagree with the decision.
10. Within 30 days of receiving the appeal, the deputy commissioner of learning services will render a final administrative decision and notify you and all other interested parties in writing. Although the standard procedure allows 30 days for a response, every effort will be made to resolve the complaint in the shortest possible time.

<b>Language Assistance and Disability Accommodations</b>
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Translators, interpreters and other support services shall be made available, without charge, to all parents/guardians or unaccompanied students who are English learners, who use a native language other than English or who need additional supports because of a disability. When possible, documents and other supports will be provided in the appropriate language.

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*Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: October 17, 2018

Revised:

Boonville R-I School District