

**Shelbyville Central Schools**  
**Notice of Dispute Resolution Procedure: Enrollment of a Youth who is Homeless**

These are Shelbyville Central Schools' procedures for receiving and resolving disputes pertaining to transition of children and youth experiencing homelessness as identified under the McKinney-Vento Homeless Assistance Act of 2001.

**The McKinney-Vento Liaison: Mary Harper at [meharper@shelbycs.org](mailto:meharper@shelbycs.org) or (317) 392-2505**

The McKinney-Vento Liaison oversees Shelbyville Central Schools' identification of youth who are homeless, informs the parents or guardians of youth who are homeless of their rights, assists in locating services for the youth, and coordinates resolution of disputes regarding enrollment.

**How to Present a Dispute**

If a dispute arises over school selection or enrollment, the McKinney-Vento Liaison needs to be advised of the dispute on the same day it occurs. The parent or guardian **may** advise the Liaison of the dispute. The Shelbyville Central Schools' representatives involved in enrolling the student **must** advise the Liaison of the dispute.

**What the McKinney-Vento Liaison Will Do**

The McKinney-Vento Liaison will:

- Provide a copy of this procedure to the parent or guardian or unaccompanied youth;
- Assure the child or youth is immediately enrolled (granted the opportunity fully to participate in school activities) or granted continued enrollment in the school in which he/she is seeking enrollment pending resolution of the dispute;
- Assist the parent or guardian in completing the Request for Dispute Resolution form;
- Inform the parent or guardian of the right to submit written or oral information to support a Request for Dispute Resolution;
- Assist the Shelbyville Central Schools' administrators and enrolling staff in completing the Response form;
- Gather other relevant information from both parties; and
- Submit to the Shelbyville Central Schools' Assistant Superintendent a report recommending resolution of the dispute and the basis for the recommendation and provide copies to the parent/guardian.
- Additionally, in the event of an inter-district dispute, the McKinney-Vento Liaison will represent Shelbyville Central Schools in the resolution of the dispute by the Indiana Department of Education.

**What the Assistant Superintendent Will Do**

The Assistant Superintendent will:

- Review the report of the McKinney-Vento Liaison
- Gather any additional information that will assist in resolving the dispute; and
- Provide to the parent/guardian, the McKinney-Vento Liaison, and the Shelbyville Central Schools' administrator a report of the Shelbyville Central Schools' final resolution.

**How to Appeal Shelbyville Central Schools' Final Decision**

If the parent/guardian is not satisfied with the Shelbyville Central Schools' final resolution, the parent/guardian may challenge Shelbyville Central Schools' final decision by contacting the McKinney-Vento State Coordinator at the Indiana Department of Education. The McKinney-Vento State Coordinator at the Indiana Department of Education will answer questions regarding the rights of a youth under the McKinney-Vento Homeless Assistance Act and will consider appeals of a schools' final decision on an enrollment dispute involving a youth who is homeless. The McKinney-Vento State Coordinator at the Indiana Department of Education is:

**Deepali Jani, McKinney-Vento State Coordinator**  
**Indiana Department of Education**  
**115 W. Washington Street**  
**South Tower, Suite 600**  
**Indianapolis, IN 46204**  
**Phone: (317) 233-3372**  
**Email: [djani@doe.in.gov](mailto:djani@doe.in.gov)**

**Request for Dispute Resolution Concerning  
Enrollment of Youth who is Homeless**

To dispute a Shelbyville Central Schools' decision regarding the enrollment of a youth who is homeless under the McKinney-Vento Homeless Assistance Act, please call the McKinney-Vento Liaison, Mary Harper, (317) 392-2505, ext. 1250, email at [meharper@shelbycs.org](mailto:meharper@shelbycs.org), or complete this form and return it to either:

- (1) the principal or school social worker of the school you wish to enroll your child; or
- (2) Mary Harper, McKinney-Vento Liaison  
Shelbyville Central Schools  
803 St. Joseph Street  
Shelbyville, IN 46176  
Phone: (317) 392-2505, ext. 1250  
Fax: (317) 392-5737  
[meharper@shelbycs.org](mailto:meharper@shelbycs.org)

Name of Student(s): \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Relation to Student(s) (Circle one):      Self                      Parent                      Legal Guardian

I may be contacted at (phone and/or email): \_\_\_\_\_

You may include a written explanation below or tell the Shelbyville Central Schools' McKinney-Vento Liaison the basis of your disagreement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have been given a written explanation of the Shelbyville Central Schools' decision I am disputing.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

For School Use

\_\_\_\_\_  
Date submitted: \_\_\_\_\_

Date received by McKinney-Vento Liaison: \_\_\_\_\_