

---

*McKinney-Vento Dispute Resolution Procedure*

---

If a dispute arises over school selection or enrollment for a student eligible under the McKinney-Vento Act:

The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. Catalina Foothills School District will provide its share of the transportation to the school selected for the duration of the dispute resolution process.

The child, youth, parent, or guardian shall be referred to Catalina Foothills School District's Local Educational Liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Local Educational Liaison shall ensure that the youth is immediately enrolled in school pending the resolution of the dispute.

The Local Educational Liaison shall work through the expedited dispute resolution process. For Catalina Foothills School District, that process involves:

- A. Erin Matyjasik, the Catalina Foothills School District Homeless Education Liaison, is assigned to carry out the dispute resolution process in an expeditious manner.
- B. The Catalina Foothills School District Homeless Education Liaison will conduct an interview with the parent/guardian, student, and/or other involved parties, as appropriate, via phone or in person. The purpose of this interview is to review the substance of the dispute and, if necessary, investigate the merits of the evidence presented.
- C. The Catalina Foothills School District Homeless Education Liaison will make a decision within five (5) business days from learning of the dispute.

If the parent, guardian, or unaccompanied youth is dissatisfied with the decision, he/she may appeal the decision to the state level. The Catalina Foothills School District Homeless Education Liaison will provide the parent, guardian, or homeless student information necessary to contact the Arizona Department of Education Homeless Education Coordinator. The state level dispute resolution process is available for appeals from district level decisions. Parents, guardians, unaccompanied youths, or charter holders may file appeals.

To initiate the state level dispute resolution process, the following must occur within seven (7) work days after receipt of the written notification of the decision made at the district level. The parent, guardian, or homeless youth, with assistance from the Homeless Education Liaison, must submit a Notice of Appeal and must forward the following to the Arizona Department of Education, Office of Homeless Education:

1. A copy of the State Level Notice of Appeal; and
2. A copy of the Catalina Foothills School District's written decision

[Link to Homeless Dispute Resolution Site](#)