

# Walla Walla Public Schools

## McKinney/Vento Homeless Student Services

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### Appeal Process Instructions for Appeal Process

In the case of a conflict between Walla Walla Public Schools and a parent/guardian or unaccompanied youth about the recommended school placement or of transportation of a student who is homeless, the following appeal steps are to be used:

- School/or site designee works with district Homeless Liaison to document conflict:
  - Provide information on the “Notification of Placement/Transportation Denial” form to the student or parent/guardian about why the preferred assignment or requested transportation is denied.
  - Provide the parent/guardian or unaccompanied youth a copy of the written notification form, copy of the Dispute Resolution Policy, and advise them of their right to appeal within fifteen (15) business days of receiving the notification.
- If the parent/guardian or unaccompanied youth requests to appeal the decision ask the person to complete the “Student Placement Dispute Resolution Form” to explain the reason they are appealing. Assist them in filling out the written appeal form, if necessary.
- Notify the district Homeless Liaison, Christy Krutulis, by email ([ckrutulis@wwps.org](mailto:ckrutulis@wwps.org)) or telephone (509-526-6733) about the disagreement. Fax both the completed "Notification of Placement/Transportation Denial" and "Student Placement/Transportation Dispute Resolution Request" forms immediately to 509-522-4497.
- The district Homeless Liaison will affirm the Level I staff decision or approve the request made by the parent/guardian or unaccompanied youth. The decision will be made and provided in writing within five (5) business days of receiving the Dispute Resolution Form. The parent/guardian or unaccompanied youth will be contacted by telephone or whatever contact information has been provided and notification verified through Certified Mail, when applicable.
- If the parent/guardian or unaccompanied youth wishes to continue to appeal the decision of the Homeless Liaison, they notify the Homeless Liaison, who will forward all paperwork concerning this appeal to the Superintendent of Walla Walla Public Schools for a Level II decision. This appeal continuation must be submitted within ten (10) business days of receiving notification regarding the district Homeless Liaison’s decision. The Superintendent or designee will arrange a conference with the parent/guardian or unaccompanied youth within five (5) business days of receiving the Level II appeal. This meeting is to occur as expeditiously as possible. The Superintendent or designee will provide a decision in writing to the parent or unaccompanied youth within five (5) business days after the meeting.
- If the parent/guardian or unaccompanied student wishes to continue to appeal the decision of the Superintendent, they notify the Homeless Liaison within ten (10) business days upon receipt of the Superintendent’s decision. The Homeless Liaison will forward all paperwork concerning their appeal to Melinda Dyer, State Coordinator for McKinney-Vento/Homeless Education, OSPI, 360-725-6505, [Melinda.dyer@k12.wa.us](mailto:Melinda.dyer@k12.wa.us) within five (5) business days. OSPI will make a final decision within fifteen (15) business days of receipt of the complaint.

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### Notification of Placement/Transportation Denial

To be completed by the designated school or Homeless Liaison when a school placement request or transportation request is denied.

Person completing form: \_\_\_\_\_ Phone No: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

In compliance with Section 722 (g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act as reauthorized under ESSA (2015), the following written notification is provided to:

Parent/Guardian or unaccompanied youth \_\_\_\_\_

Student(s) \_\_\_\_\_

After reviewing your request to enroll the student(s) listed above, the (circle one) enrollment or transportation request for \_\_\_\_\_ School has been denied. This determination was based upon one or more of the following considerations:

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You have the right to appeal this decision by contacting Christy Krutulis, 509-526-6733.

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### Student Placement/Transportation Dispute Resolution Appeal

If you disagree with the decision of denying your request to enroll your child(ren) in the school of your choice or transportation to that school, please fill out this form. Please send it directly to:

Christy Krutulis  
Walla Walla Public Schools  
Walla Walla School District Homeless Liaison  
364 S. Park St.  
Walla Walla, WA 99362

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Birthdate: \_\_\_\_\_

School of Origin/Choice: \_\_\_\_\_ District: \_\_\_\_\_

School Recommended by District Office: \_\_\_\_\_

#### Reason for Appeal

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\_\_\_\_\_  
Parent/Guardian/Unaccompanied Youth Signature

\_\_\_\_\_  
Date

Phone/Contact #: \_\_\_\_\_

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### Student Placement/Transportation Dispute Resolution Response 1 Response of District Homeless Liaison

Your appeal that your child(ren) be allowed to (circle one) attend or receive transportation to

\_\_\_\_\_ School is:

- Affirmed. Your children will be enrolled in/receive transportation to the school of your choice.
- Denied, for the following reason(s):

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

\_\_\_\_\_  
Homeless Liaison for Walla Walla Public Schools

\_\_\_\_\_  
Date

### Request to Appeal Decision of District Homeless Liaison

I am appealing the decision of the District Homeless Liaison. I continue to request that my child(ren)

\_\_\_\_\_ be allowed to

enroll in and/or receive transportation to the following school:

\_\_\_\_\_

for these reasons:

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

\_\_\_\_\_  
Parent/Guardian or Unaccompanied Youth Signature

\_\_\_\_\_  
Date

Return this form to Christy Krutulis | Walla Walla Public Schools | 364 S. Park St.  
Walla Walla, WA 99362

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### Student Placement/Transportation Dispute Resolution Response 2 Response of the Superintendent of Walla Walla Public Schools

Your appeal that your child(ren) be allowed to (circle one) attend or receive transportation to

\_\_\_\_\_ School is:

- Affirmed. Your children will be enrolled in/receive transportation to the school of your choice.
- Denied, for the following reason(s):

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

\_\_\_\_\_  
Superintendent, Walla Walla Public Schools

\_\_\_\_\_  
Date

### Request to Appeal Decision of Superintendent to OSPI

I am appealing the decision of the Superintendent of Walla Walla Public Schools. I continue to request that my child(ren)

\_\_\_\_\_ be allowed to

enroll in and/or receive transportation to the following school:

\_\_\_\_\_

for these reasons:

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

\_\_\_\_\_  
Parent/Guardian or Unaccompanied Youth Signature

\_\_\_\_\_  
Date

Return this form to Christy Krutulis | Walla Walla Public Schools | 364 S. Park St.  
Walla Walla, WA 99362

Revised: February 2018