

Port Jefferson Homeless Dispute Resolution Process

In accordance with law and regulation, the district will offer a prompt dispute resolution process. A student shall be entitled to continued enrollment in the district's schools, and transportation, pending resolution of the dispute and all available appeals.

Dispute Resolution: The district will ensure that enrollment disputes are mediated promptly. If a dispute arises between the district and parent about school selection or enrollment, the district will immediately enroll or maintain the enrollment of the student in the requested school and provide transportation, pending resolution of the dispute. If the district makes a final determination that a student is not homeless, it must provide the student's parent or guardian, or the unaccompanied youth with written notice that the student is not entitled to attend its schools. This written notice will include:

1. Provide the rationale/basis for the district's determination;
2. Give the date as of which the student will be excluded from the district's schools;
3. State that the district's final determination may be appealed to the commissioner of Education (Commissioner);
4. Provide the name and contact information for the district's homeless liaison;
5. Inform the student's parent or guardian of the unaccompanied student that the district's homeless liaison is required to assist him/her in filing such an appeal; and
6. Contain the form petition needed to file an appeal to the Commissioner.

The Superintendent will ensure that the district's final decision is delivered to the parent, guardian, or unaccompanied youth in a timely manner.

The student will remain enrolled and provided with transportation (if requested) until the district makes a final determination and for a minimum of 30 days after the determination to give the student's parent or guardian or unaccompanied youth the opportunity to appeal to the Commissioner.

In the event that homeless status is denied, the parent will be provided with the Dispute Resolution Application for submission to the Commissioner of NYS Education Department and assistance will be provided if needed by the LEA Homeless Liaison who will guide and assist the parent, guardian or youth through the 310 Appeals Process.