

**Administrative Form IGBCA-AF(1): PROGRAMS FOR HOMELESS STUDENTS - (Eligibility Notification, Enrollment, Placement and Dispute Resolution For Students in Transition)**

**Status:** ADOPTED

**Original Adopted Date:** 02/27/2018 | **Last Revised Date:** 11/30/2023 | **Last Reviewed Date:** 11/30/2023

*See PDF on the next page.*

**PROGRAMS FOR HOMELESS STUDENTS**  
*(Eligibility Notification, Enrollment, Placement  
and Dispute Resolution for Students in Transition)*

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.

**Enrollment**

- The district will immediately enroll the student and allow the student to fully participate in district programs and activities.
- The district will immediately enroll the student, but the student will not be allowed to begin attendance immediately for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- The district will not enroll the student for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Critical

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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**Enrollment/Placement Determination**

The district has determined it would be in \_\_\_\_\_'s [student's name] best interest to be educated at \_\_\_\_\_ [school]. 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**

The district's Students in Transition (S.I.T) coordinator will handle disputes concerning eligibility, school selection or school enrollment for students in transition and unaccompanied youths. During the dispute, the student will be enrolled and allowed to fully participate in school activities as well as receive transportation, if requested, to the school requested by the parents/guardians or unaccompanied youth. The district will carry out the dispute resolution process as quickly as possible after receiving notice of a dispute.

1. If you do not agree with the district's decision regarding the eligibility, enrollment or placement of the student, please notify the S.I.T. coordinator. The S.I.T. coordinator serves as the intermediary between the school where the student is seeking enrollment and the parents/guardians, students in transition and unaccompanied youths. The contact information for the district's S.I.T. coordinator is:

Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

TDD/TTY, if available: \_\_\_\_\_

2. When you contact the S.I.T. coordinator, the coordinator will provide you a copy of or access to the district's policies addressing the education of students in transition and unaccompanied youths.
3. You can file a written complaint with the S.I.T. coordinator. Within five days of the date the written complaint is received, the S.I.T. coordinator 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.
4. If your dispute is not resolved with the S.I.T. coordinator, you may file a complaint in writing with the superintendent or designee for further review. Within five days of the date the written complaint is received by the superintendent or designee, 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.
5. 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.
6. 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:

Critical

State Homeless Coordinator  
Federal Programs  
P.O. Box 480  
205 Jefferson Street  
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.
- < Copies of the unaccepted written resolutions that were proposed by the district.

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.

7. 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.
8. 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.
9. 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.

**Language Assistance and Disability Accommodations**

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

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

Implemented: 02/27/2018

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School District of Riverview Gardens, St. Louis, Missouri