



McKinney-Vento Student Assistance Education Program School Selection or Enrollment Dispute Protocol

1. Parent/guardians or caseworkers receive written notification when an enrollment request is denied. A denial is made only after the district liaison and building liaison have reviewed the Best Interest Feasibility Form and discussed the request with Woodbridge Transportation. No denials are determined at the building level without consultation with the district liaison.
2. The notification of denial for placement must provide verbally or in writing a reason/s explaining the denial.
3. If the denial is accepted no further action is required.
4. Parent/guardians or caseworkers have the right to appeal the decision verbally or in writing to the district liaison. District Liaison contact information is provided if requested. Liaison's Name: Michele Marinucci (Phone number: 302-337-7990 or michele.marinucci@wsd.k12.de.us)
5. Any dispute is to be documented by the district liaison, initialed, and a copy is provided to the individual/s filing the dispute.
6. During the dispute process the student has the right to enroll immediately in the school of origin pending resolution of the dispute. Students may also participate in any activity for which they qualify. The district liaison notifies, in writing, the parties filing the appeal and the school regarding the immediate enrollment of the student in the school during the dispute process.
7. The district liaison will contact Dennis Rozumalski, Delaware Coordinator for Homeless Education, to discuss the dispute decision.
8. Information will be provided to the parent/guardian or caseworkers regarding the Enrollment Dispute Resolution Process for Delaware schools. (Title 14, 901)
9. Within 10 calendar days of the filing of the dispute a meeting will be scheduled by the district liaison including all parties filing the appeal, the building level liaison, Woodbridge Transportation Director, the Delaware Coordinator for Homeless Education, and the Assistant Superintendent to discuss the reasons for the denial and respond to the dispute.
10. Depending on the circumstances of the dispute, additional assistance from advocates or attorneys may be necessary.
11. Pending the outcome of the district level dispute meeting, a dispute may be filed at the state level with the Department of Education.



McKinney Vento Dispute Letter Notification

Date: _____ School: _____

Person Completing Form: _____ Title: _____

In compliance with Section 722(g) (3) (E) of the McKinney-Vento Homeless Educational Assistance Act of 2001, the following written notification is provided to:

Parent or Guardian: _____

Student(s) _____

After reviewing your requested school selection or enrollment for the student/s listed above, the request is denied. This determination was based upon:

*** You have the right to appeal this decision by completing the attached form and returning it to the student/s school.

*** You have the right to contact the district homeless education liaison for additional assistance.

District Liaison: Michele Marinucci

Title: McKinney-Vento Student Assistance Program District Liaison

Phone number: 302- 337-7990 or michele.marinucci@wsd.k12.de.us

Address: Woodbridge School District, 16359 Sussex Highway, Bridgeville, DE 19933

During the dispute process:

- The student/s listed above has the right to enroll immediately in the school of choice and may fully participate in all school activities for which the student/s is eligible pending resolution of the dispute.
- You may provide written or verbal documentation to support your position regarding the dispute. (Please use the form attached to process this notification.)
- You may seek the assistance of advocates or attorneys.
- You may contact Dennis Rozumalski, Delaware Coordinator for Homeless Education to discuss this decision and appeal to the State if the district-level resolution is not satisfactory. Contact Information: 401 Federal Street, Suite #2, Dover, DE 19901 (302-735-4273) drozumalski@doe.k12.de.us .
- Resolutions of all district and state level appeals will be completed within 10 business days of submission of the Response to Denial Notification.



Written Notification of School Selection or Enrollment Decision RESPONSE TO DENIAL NOTIFICATION

To dispute an enrollment decision:

Option #1: This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth. The completed forms should be returned to the student/s school.

Option #2: The information below may be shared verbally with the district liaison as an alternative to completing this form. In case of a verbal reply, school/district personnel will transcribe the information on this form for the person's initials.

District Liaison: Michele Marinucci (302-337-7990 or michele.marinucci@wsd.k12.de.us)

Date Submitted: _____

Student(s): _____

Person Completing Form: _____

Relation to student(s): _____

Contacted Information (phone and/or email): _____

I wish to appeal the enrollment decision made by:

School: _____

I have been provided with:

- A written explanation of the school's decision,
- Contact information for the local homeless education liaison, and
- Enrollment Dispute Resolution Process for Delaware schools. (Title 14, 901)

Optional: Written explanation to support your dispute appeal.

Date submitted: _____

Dispute Meeting Date: _____