

Harding County School District

Dispute Resolution Process Form

School Address: _____ Phone: _____ Fax: _____

Student's Name _____ I.D. # _____ Grade: _____

Current Address: _____ Current Phone: _____

Parent/Guardian/Complaining Party's Name: _____

Relationship: Parent Guardian Unaccompanied Youth Other

Current Address: _____ Current Phone: _____

*Information regarding student's address, phone number, and information is protected by the Federal Education Rights and Privacy Act (FERPA) and can only be released to parent/guardian, student, or to a person specifically designated as a representative of the parent/guardian and select others described in the Act.

Lives in a Shelter Yes No

Name of school that parent chooses child to be immediately enrolled in and/or transported to/from until dispute is resolved: _____

Is this the school of origin? Yes No (*the school the child attended when permanently housed or the school in which the child was last enrolled*)

If No, from which school was the student transferred? _____

Reason for the Complaint: _____

Signature of parent/guardian/complaining party: _____

Date: _____

District Action on Complaint

Taken within ___ school days after receiving notice of the complaint (See date

above) Did the (circle one) Homeless Liaison/Principal resolve this dispute? Yes No

If the dispute was **resolved**, **describe** the actions taken by the Liaison/Principal to resolve the dispute to the satisfaction of parent/guardian:

If the dispute was **not resolved** to the satisfaction of the parent/guardian: provide the date that a District Education Officer convened a meeting of the parties and briefly describe the outcome of this meeting:

Date of meeting: _____

The following organizations are willing to provide low-cost or free legal assistance to residents of _____*

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

*By listing these organizations as sources of low-cost or free legal services, the Harding County School District Board of Education does not in so doing recommend or advocate the use of the services of the listed organizations, nor is the Board responsible for the quality of services provided by any of these listed organizations, should their services be used.

Action taken by Harding County School District to resolve the dispute (if necessary)

Was the dispute resolved? _Yes _No Date: _____

Explanation: _____
