

MUSCOGEE COUNTY SCHOOL DISTRICT

Notice of Dispute Resolution Process

This is to notify you that if you have a dispute or disagreement with your school about your child's educational rights or services, you have the right to go through a process to try to resolve the dispute to your satisfaction. Any individual who believes that the educational rights of a homeless student have been violated or that a homeless student has been discriminated against can file a dispute resolution form at the school. For example, if you have a problem enrolling your child in school, getting transportation, tutoring or uniforms for your child, or other problems, you can file a Homeless Education Dispute Resolution Process Form (Form 3-A). You have the right to get legal assistance to help you in your dispute.

If you decide to file a dispute resolution form, the principal, homeless education liaison or Homeless Education Case Manager should help you fill out the form if you need assistance. After you file the Homeless Education Dispute Resolution Process Form, the principal should try to resolve the issue by the end of the next school day. If the principal cannot resolve the dispute, the principal will refer the dispute to the designated Homeless Liaison (HL). If the HL or his/her designee cannot resolve the dispute to your satisfaction, the HL will arrange a meeting with you and the school principal to resolve the dispute within four school days.

If you have a dispute about your child's enrollment, your child will be immediately enrolled and get transportation until the dispute is resolved.

If you have a dispute, school personnel should inform you about the dispute resolution process and refer you to low cost or free legal assistance. The following organization is willing to provide low cost or free legal services.*

Georgia Legal Services
1036 1st Avenue
Columbus, Georgia 31901
(706) 649-7493

I, _____ received this notice on _____
(Parent/Guardian/Youth Signature) (Date)

School Name: _____ Area: _____

Student's Name: _____ ID#: _____ Grade: _____

Parent/Guardian Name: _____

I, _____ gave _____
(School Official Signature) (Name of Parent/Guardian)

a copy of the Notice on _____.
(Date)

*By listing this organization as sources of low-cost or free legal services, the MSCD (Board) does not in so doing recommend or advocate the use of the services of the listed organization, nor is the Board responsible for the quality of services provided by the organization, should their services be used.