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# Wahkiakum School District 200

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Cathlamet, WA 98612

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## APPEAL/PETITION FORM (POLICY 3115) REGARDING A DECISION AFFECTING A HOMELESS STUDENT

In the event a homeless student and/or his/her parent(s)/guardian(s) has a complaint regarding the school of placement, the student shall attend the school in which they sought enrollment while the dispute is being carried out. The parent/unaccompanied youth must submit this completed form within fifteen (15) business days of receiving the District's notification regarding the school of placement.

Given that the homeless liaison for Wahkiakum School District is the superintendent, the appeal shall be made to the building principal of the school in which they sought enrollment. This form may be used as the Appeal/Petition Form.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date of Complaint

\_\_\_\_\_  
Nature of complaint – Use another sheet of paper if necessary.

Within five working days of receiving the complaint, the principal must provide the parent with a written decision and notification of the parent's right to appeal. If the parent wishes to appeal, notification must be made to the administrative director within ten business days of receipt of the principal's decision. Should that be the parent's desire, the parent can simply present a copy of this original Appeal/Petition form along with any other information that it believes might shed new light on the situation. The administrative director will arrange to meet with the parent within five business days of receiving the appeal, and make a decision within the next five business days. In the event the parent is not satisfied with the decision of the administrative director, the parent will have the right to appeal to OSPI. In order to do so, the parent must notify the district's homeless liaison of his/her desire to appeal to OSPI within ten business days after receiving the superintendent's decision.

Should you have any questions, please feel free to contact us at 360-795-3971. We are here to serve and want the very best for your child.