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# Wahkiakum School District 200

500 S 3<sup>rd</sup> B398  
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.

The appeal shall be made to Renea Freeman, the District Homeless Education Liaison. 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 District Homeless Education Liaison 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 District Homeless Education Liaison within ten business days of receipt of the District Homeless Education Liaison'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 the parent believes might shed new light on the situation. The District Homeless Education Liaison 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 District Homeless Education Liaison, the parent will have the right to appeal to OSPI. In order to do so, the parent must notify the District's Homeless Education Liaison of his/her desire to appeal to OSPI within ten business days after receiving the District Homeless Education Liaison'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.