



**An Arizona Charter School Inspired by Waldorf-Education**

**Established in 1995**

1120 W. Kaibab Lane, Flagstaff, AZ 86001, 928-779-9880, Fax 928-779-9792

**Pine Forest Charter School  
Education of Homeless Children and Youth  
Dispute Resolution Process**

If a dispute arises over school selection or enrollment in for a student eligible under the McKinney-Vento Act –

The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. *Pine Forest Charter School* will provide its share of the transportation to the school selected for the duration of the dispute resolution process.

The child, youth, parent, or guardian shall be referred to *Pine Forest Charter School's* Local Educational Liaison, school principal Mr. Michael Heffernan, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Mr. Heffernan shall ensure that the youth is immediately enrolled in school pending the resolution of the dispute.

Mr. Heffernan shall work through the expedited dispute resolution process. For *Pine Forest Charter School* that process involves:

- A) Mr. Heffernan gathering all information and making a final decision;
- B) Mr. Heffernan will review HCY Dispute Resolution Form as submitted by parent, guardian or unaccompanied youth. Mr. Heffernan will meet with parent, guardian or unaccompanied youth to discuss reason for complaint.
- C) A final decision will be made within 5 school days of receiving the complaint.

Pine Forest Charter School shall provide the parent, guardian, or homeless youth with:

- 1) a written explanation of the school's decision regarding school selection or enrollment; and
- 2) written forms so that, if dissatisfied with the school's decision, the parent, guardian or youth may appeal the decision to the state level.

(<http://www.ade.az.gov/asd/homeless/disputeresolution.asp>)

