Next Generation Academy
K-8 Charter School
3740 S Holden Rd,
Greensboro, NC 27406

MCKINNEY-VENTO DISPUTE RESOLUTION POLICY
Next Generation Academy
October 8, 2026

BACKGROUND INFORMATION

The McKinney-Vento Homeless Assistance Act (also referred to as the McKinney-Vento Act) acknowledges that disputes may arise between Local Education Agencies (LEAs), students and their parents, or unaccompanied youth, regarding eligibility, school selection, or enrollment decisions. The McKinney-Vento Act includes dispute resolution among the required duties of the LEA homeless liaison. Below is the McKinney-Vento Dispute Resolution Policy and Process for Next Generation Academy.

LEAs should bear in mind that disputes related to eligibility, school selection or enrollment should be initiated at the request of the parent, legal guardian, or unaccompanied youth and not at the request or convenience of the LEA. Additionally, issues related to the definition of homelessness, the responsibilities of the LEA to serve homeless children and youth, and/or the explicit rights of homeless children and youth are addressed in the McKinney-Vento Act. Disputes related to eligibility, school selection, or enrollment shall be resolved within the parameters of the federal McKinney-Vento Act.

The following procedures are specified in the McKinney-Vento Act:

Enrollment: If a dispute arises over eligibility, school selection, or enrollment, the child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute.

Written Explanation: The LEA must provide a written explanation of the eligibility, school selection, or enrollment decision to the parent, legal guardian, or in the case of an unaccompanied youth, to the unaccompanied youth. (The written explanation must include a description of the parent's, legal guardian's, or unaccompanied youth's right to appeal the decision.)

Homeless Liaison: The designated LEA homeless liaison is assigned to carry out the dispute resolution process in an expeditious manner, such that the local process is completed in no more than 15 school business days or 30 calendar days, whichever is less.

Responsibility: The LEA homeless liaison is responsible to inform the parent, legal guardian, or the unaccompanied youth of the dispute resolution process.

OVERVIEW

When a dispute occurs regarding eligibility, school selection, or enrollment the following process must be used:

- Level I: The initial dispute request is made with the LEA's homeless liaison.
- Level II: If unresolved, the dispute moves to the LEA head administrator (Level II).
- Level III: If unresolved the dispute moves to the local governing Board (Level III) for review and final decision on behalf of the charter school. *Optional: If removed, remove Level III below*
- Level IV: If the dispute continues to be unresolved, the final appeal (Level IV) is to the NC State Coordinator for the Education for the Education of Homeless Children and Youth (EHCY). Every effort must be made to resolve the dispute at the local level before it is brought to the NC State Coordinator for the Education of Homeless Children and Youth.

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INITIATION OF THE DISPUTE RESOLUTION PROCESS

When a dispute occurs regarding eligibility, school selection, or enrollment the parent, legal guardian, or unaccompanied youth shall be informed in writing of the LEA's decision including reasons for the decision within one (1) school business day in a language and format understandable to the parent, legal guardian or unaccompanied youth of their right to appeal the decision made by the charter school and be provided the following:

1. Written contact information for the LEA homeless liaison and State Coordinator, with a brief description of their roles.
2. A simple form that parents, legal guardians, or unaccompanied youth can complete and turn in to the school to initiate the dispute process (the school should copy the form and return the copy to the parent, legal guardian, or youth for their records when it is submitted.)
3. A written step-by-step description of how to dispute the LEA's decision.
4. Written notice of the right to enroll immediately in the school of choice pending resolution of the dispute.
5. Written notice of the right to appeal to the State Coordinator for the Education of Homeless Children and Youth if the district-level resolution is not satisfactory.
6. Written timelines for resolving district- and state-level appeals.
7. A copy of the NC Dispute Resolution Policy (hard copy or online link).

Level I: LEA Homeless Liaison Communication

If a parent, legal guardian, or unaccompanied youth wishes to appeal the LEA's decision related to eligibility, school selection, or enrollment:

1. The parent, legal guardian, or unaccompanied youth must file a request for dispute resolution with the LEA's homeless liaison (or to his/her office) either verbally or by submitting a form that initiates the dispute resolution process. The request for dispute resolution must be submitted by the parent, legal guardian or the unaccompanied youth to the homeless liaison within two (2) school business days of receiving the initial homeless liaison decision on enrollment, school selection, or enrollment. The parent, legal guardian, or unaccompanied youth may initiate the request directly with the homeless liaison or they may initiate the request with the school where the dispute is taking place. If the request is submitted to the school where the dispute is taking place, the school shall immediately forward the request to the LEA's homeless liaison. In the event that the LEA's homeless liaison is unavailable, a LEA designee may receive the parent's, legal guardian's, or unaccompanied youth's request to initiate the dispute resolution process.
2. The homeless liaison must log their receipt of the dispute, including the date and time, with a written description of the situation and the reason for the dispute, and a copy of the dispute must be forwarded to the homeless liaison's immediate supervisor and the charter school's head administrator.
3. Within one (1) school business day of their receipt of the complaint, the homeless liaison must make a decision on the dispute and inform the parent, legal guardian or unaccompanied youth in writing of the result. It is the responsibility of the LEA to verify the parent's, legal guardian's or unaccompanied youth's receipt of the written notification regarding the homeless liaison's Level I decision.
4. If the parent, legal guardian, or unaccompanied youth disagrees with the decision made at Level I and wishes to move the dispute resolution process forward to Level II, the parent, legal guardian, or unaccompanied youth shall notify the LEA's homeless liaison of their intent to proceed to Level II within one (1) school business day of receipt of notification of the Level I decision.

5. If the parent, legal guardian, or unaccompanied youth wishes to appeal the homeless liaison's Level I decision, the LEA's homeless liaison shall provide the parent, legal guardian, or unaccompanied youth with an appeals package containing:
   a. A copy of the parent's, legal guardian's, or unaccompanied youth's dispute which was filed with the LEA's homeless liaison at Level I,
   b. The decision rendered at Level I by the LEA homeless liaison, and
   c. Any additional information from the parent, legal guardian, unaccompanied youth, and/or the homeless liaison.

Level II: LEA Superintendent Communication
(If the dispute remains unresolved after a Level I appeal)

1. If there is a disagreement with the decision rendered by the LEA's homeless liaison at Level I, the parent, legal guardian, or unaccompanied youth may appeal the decision to the charter school's head administrator, or the head administrator designee, (the designee shall be someone other than the LEA's homeless liaison) using the appeals package provided at Level I.
2. The charter school's head administrator, or his/her designee, shall meet (verbally, virtually or face-to-face) with the parent, legal guardian, or unaccompanied youth. The meeting shall be held within two (2) school business days of the parent's, legal guardian's, or unaccompanied youth's notification to the LEA of their intent to proceed to Level II of the dispute resolution process.
3. The charter school's head administrator, or his/her designee, shall provide a decision in writing to the parent, legal guardian, or unaccompanied youth with supporting evidence and reasons, within two (2) school business days of the charter school's head administrator, or his/her designee's, meeting with the parent, legal guardian, or unaccompanied youth. It is the responsibility of the LEA to verify the parent's, legal guardian's, or unaccompanied youth's receipt of the written notification regarding the charter school's head administrator Level II decision.
4. A copy of the dispute package, along with the written decision made at Level II is to be shared with the LEA's homeless liaison.
5. If the parent, legal guardian, or unaccompanied youth disagrees with the decision made at Level II and wishes to move the dispute resolution process forward to Level III, the parent, legal guardian, or unaccompanied youth shall notify the LEA's homeless liaison of their intent to proceed to Level III within two (2) school business days of receipt of notification of the Level II decision.
6. If the dispute remains unresolved, the process then moves to Level III.

Level III: Local Governing Board Review
(If the dispute remains unresolved after a Level II appeal)

1. The charter school's head administrator, with assistance from the homeless liaison, shall forward all written documentation and related paperwork to the local governing Board for review within two (2) school business days of notifying the parent, legal guardian, or unaccompanied youth of the decision rendered at Level II.
2. The entire dispute package including all documentation and related paperwork is to be submitted to the governing Board in one consolidated and complete package. It is the responsibility of the LEA to ensure that the dispute package is complete and ready for review at the time of submission to the governing Board.
3. The local governing Board, or a panel of at least two Board members, shall schedule a conference with the parent, legal guardian, or unaccompanied youth to render a final decision on behalf of the Board. The Board or Board panel shall provide a written decision within two (2) school business days. The Board's or Board panel's decision shall be considered the final decision of the charter school for the purpose of appealing to the State Coordinator for the Education of Homeless Children and Youth. The written notification shall be provided to the parent, legal guardian, or unaccompanied youth as well as to the head administrator and the homeless liaison. Also, the notification shall contain the name and contact information for the State Coordinator for the

Education of Homeless Children and Youth along with details on appeal rights of the parent, legal guardian, or unaccompanied youth.

4. The parent, legal guardian, or unaccompanied youth have the option of filing an oral or written dispute with the State Coordinator for the Education of Homeless Children and Youth within three (3) school business days of receiving the Board's or Board panel's decision. The local homeless liaison shall provide the complete dispute record within three (3) school business days following the request of the State Coordinator for the Education of Homeless Children and Youth. The State Coordinator shall issue a final written decision to the parent, legal guardian, or unaccompanied youth and the LEA within ten (10) school business days following receipt of a complete dispute package. Additional details on the NC Dispute Resolution policy and the process used by the State Coordinator for the Education of Homeless Children and Youth is located here.

Dispute Resolution Terms

1. The terms "homeless," "homeless child," and "homeless student" shall mean the same as the term "homeless children and youth" as defined by 42 U.S.C. § 11434a(2). These terms shall also be deemed to include the term "unaccompanied youth."
2. "The term "unaccompanied youth" shall mean the same as defined by 42 U.S.C. § 11434a(6)
3. The term public school unit (LEA) includes local school administrative units, charter schools, lab schools, regional schools, Innovative School District schools, and Innovations Zone schools, and was formerly known as local educational agency (LEA).
4. The term "LEA dispute resolution process" shall refer to the LEA's policy on resolving complaints brought by parents, legal guardians, or unaccompanied youth regarding students experiencing homelessness. The term shall refer to appeals processes within the LEA, prior to any appeal by the parent, legal guardian, or unaccompanied youth appeals to the State Coordinator.
5. The term "local homeless liaison" shall refer to the official at each LEA, who ensures the LEA dispute resolution process for homeless children and youth is mediated in accordance with local, state, and federal policy as required by 42 U.S.C. § 11432(g)(6)(A)(vii).
6. The term "school business day" means days on which students are scheduled to be in attendance at school, according to the academic calendar adopted by the LEA.
7. The term "State Coordinator" shall refer to the staff person who carries out federally mandated duties regarding students experiencing homelessness as required by 42 U.S.C. § 11432(d)(3).
8. The term "State appeal process" shall refer to the policies the State Coordinator, LEAs, parents, legal guardians, and unaccompanied youth must follow when a parent, legal guardian, or unaccompanied youth seeks to appeal a dispute to the State Coordinator.

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