

**New Mexico Public Education Department  
Students Experiencing Homelessness or Unaccompanied Youth Dispute Resolution Form**

***(This form should be used for the dispute resolution process for students experiencing homelessness or unaccompanied youth in regards to eligibility, school selection, or enrollment.)***

Note: LEAs/State Charter Schools with unresolved disputes shall forward this form along with the LEA's/State Charter School's written explanation of the school's decision to the Public Education Department's homeless liaison within five calendar days of the LEA's final decision. The filing of these documents shall be deemed to satisfy the requirements of paragraphs 1 through 4 of Subsection A of 6.10.3.8 NMAC.

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Date: \_\_\_\_\_

**Please complete all information and mail to:**

New Mexico Public Education Department  
Student Success and Wellness Bureau  
Mc-Kinney Vento State Director  
120 South Federal Place, Room 206  
Santa Fe, NM 87501

**I. School District or State Charter School Information:**

- a. School district or state charter school serving the student: \_\_\_\_\_
- b. Name of the school district or state charter school point of contact for students experiencing homelessness:  
\_\_\_\_\_
- c. Name of the school where the student is currently enrolled or has been enrolled most recently:  
\_\_\_\_\_
- d. Other district and/or school staff who have been made aware of the dispute

_____ Name	_____ Phone	_____ Email
_____ Name	_____ Phone	_____ Email
_____ Name	_____ Phone	_____ Email

**II. Information Regarding the Person(s) Requesting Dispute Resolution :**

- a. Person(s) Name(s): \_\_\_\_\_
- b. Relationship to Student:
  - \_\_\_ I am the unaccompanied youth
  - \_\_\_ Parent
  - \_\_\_ Advocate
  - Other: \_\_\_\_\_
- c. Address (or available contact information):  
\_\_\_\_\_  
\_\_\_\_\_

d. Phone number(s):

Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_ Email: \_\_\_\_\_

**III. Student Information**

If the dispute is regarding a student experiencing homelessness or unaccompanied youth, please provide the following information:

a. Student's Full Name: \_\_\_\_\_

b. Student's Date of Birth: \_\_\_\_\_

c. Student's Address (or available contact information):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. School Student Currently Attends: \_\_\_\_\_

**IV. Representative Information (optional)**

a. Are you using another personnel to assist you in resolving this dispute:

Attorney \_\_\_\_\_ Other Representative \_\_\_\_\_

b. If using any of the above, please identify:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone number(s):

Work \_\_\_\_\_

Cell \_\_\_\_\_ Fax \_\_\_\_\_

**V. Details Concerning the Dispute:**

a. Is this dispute in reference to:

\_\_\_\_\_ Eligibility  
\_\_\_\_\_ School Selection  
\_\_\_\_\_ Enrollment in school of origin  
\_\_\_\_\_ Transportation  
\_\_\_\_\_ Other

b. Which school, school district, department, agency or consortium of agencies is the dispute with?

\_\_\_\_\_

- c. Please describe the dispute with the school district or state charter. (Who? What? Where? Why?) ***Attach any documents that support your position.***

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**VI. Efforts Made to Resolve the Dispute**

Outcome of efforts made at the local level to resolve the dispute: Describe the attempts that have been made by the District/Charter School to resolve the dispute. Attach documentation including meeting minutes, emails, phone calls, etc.

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**VII. Proposed Resolution**

Describe a proposed resolution(s) to the dispute to the extent known:

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**VIII. Signature and Date:**

\_\_\_\_\_  
Signature of Party or Designated Representative

\_\_\_\_\_  
Date