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**McKinney-Vento Complaint Form**

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Name of School: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
Last First Middle

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: ☐ Male ☐ Female

The information provided is intended to address the McKinney-Vento Act 42 U.S.C. 11431. The answers to this information will help determine the services this student may be eligible to receive. When a dispute arises, the following procedure will be followed:

1. The youth has been immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. ☐ Yes ☐ No
2. The Parent(s), guardian(s), or caretaker(s) of the youth are provided with a written explanation of the school's decision regarding school selection and enrollment, including the right to appeal the decision. ☐ Yes ☐ No
3. The youth, parent(s), guardian(s), or caretaker(s) has been referred to the Canyons School District Homeless liaison for implementation of the dispute process. ☐ Yes ☐ No
4. If the homeless youth is unaccompanied, the youth has been immediately enrolled in school pending resolution of the dispute. ☐ Yes ☐ No

Please complete the remainder of this form.

Please describe the nature of the complaint. Please include the names and ages of the youth(s) involved and the name(s) of school personnel involved:

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Name of Parent(s), legal guardian(s), or caretaker(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Relationship to Youth: ☐ Parent ☐ Guardian ☐ Caretaker ☐ Other

## District Use Only

- ☐ Complaint has been filed with Homeless Liaison
- ☐ Family has been referred to free or low-cost legal and advocacy Services
- ☐ Homeless Liaison has presented a proposed resolution of plan of action to complainant and district superintendent within five working days from the date of written complaint
- ☐ If no resolution, written complaint has been taken to district superintendent, or designee
- ☐ Written resolution has been sent to complainant by district superintendent
- ☐ Complainant has been referred to the Utah State Office of Education

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

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

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

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

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

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

Additional Information:

[illegible]