



Instructions for Written Notice of Enrollment / Transportation Denial (Appendix 31)

In the case of a disagreement between the recommended enrollment/transportation of a homeless student by the Charlotte County Public Schools staff and the parent/guardian/caregiver or unaccompanied youths school of choice, the following appeal steps are to be used:

- **Students should be immediately enrolled in their school of choice while the dispute is being resolved. Enrollment is defined as attending classes and participating fully in school activities.**
- CCPS staff documents the disagreement.
 - Provide information on the Notice of Enrollment/Transportation Denial” form to the student or parent/guardian/caregiver about why the preferred assignment or requested transportation has been denied.
 - Give the parent/guardian/caregiver or unaccompanied student a copy of the written notification form and advise them of their right to appeal.
- If the parent/guardian/caregiver or unaccompanied student requests to appeal the decision, ask them to complete the “Dispute Resolution Appeal Form” to explain the reason they are appealing.
- Notify the district Homeless Liaison, Renee Rebhan, by email (Renee.Rebhan@yourcharlotteschools.net) or telephone (941) 255-7480 about the disagreement. Fax both the completed “Notice of Enrollment/Transportation Denial” and Dispute Resolution Appeal Notice Form” immediately to 941-255-7483.
- The district Homeless Liaison will affirm the staff decision or approve the request made by the parent/guardian/caregiver or unaccompanied student. The decision will be made and put in writing within one day of receiving the “Dispute Resolution Appeal Form.” Efforts will also be made to contact the parent/guardian/caregiver or unaccompanied student by telephone or whatever contact information has been provided.
- If the parent/guardian/caregiver or unaccompanied student wishes to continue to appeal the decision of the Homeless Liaison, the information and paperwork will be forwarded to the State of Florida’s Homeless Coordinator via telephone (850) 245-0709 or fax (850) 245-0683.