

Denial of Enrollment or Services

- Provide contact information for Foster Care Liaison and Foster Care Education Program Supervisor to person filing the dispute
- Provide written, step-by-step description of how to dispute the district's decision

Level I

- Within **15 days** of the denial, the student's educational decision-maker may submit a dispute to the foster care liaison; the dispute is logged
- The Foster Care Liaison must make a decision within **5 days** and inform the person who submitted the dispute; and verifies receipt
- Student remains in the school where enrollment is sought **and** receives services while the dispute is being resolved

Level II

- Within **10 days** of receipt of the Level I decision, the educational decision-maker may notify the district that they intend to proceed to Level II
- Within **5 days**, the superintendent or their designee must arrange a meeting with the person filing the dispute and staff from DSHS/CA
- Within **5 days** of the meeting, the Superintendent or their designee shall provide a decision and other documentation

Level III

- Within **10 days**, the educational decision-maker must notify the foster care liaison that they intend to proceed to a Level III dispute
- Within **5 days** of this notification, the district superintendent or their designee shall forward the required documents to OSPI. The disputing party may also send documentation to OSPI for consideration.
- A final decision will be made within **15 days** of receipt of the dispute package

Inter-Agency Disputes

- Either agency may submit a dispute directly to OSPI. The disputing agency must send a copy of the dispute to the other agency and OSPI
- Within **10 days** of receipt, OSPI and DSHS/CA will meet to review the dispute and come to resolution
- The decision will be sent to the district's Superintendent, the Foster Care Liaison, and the DSHS/CA representative involved in the dispute
- Student attends where enrollment is sought and services are provided while the dispute is being resolved.