

May 28, 2026


**AUTHORIZE THE COMMENCEMENT OF THE PUBLIC COMMENT PERIOD
FOR THE AMENDMENT AND RENAMING OF THE EDUCATION OF HOMELESS CHILDREN AND
YOUTH POLICY**

THE SUPERINTENDENT/CHIEF EXECUTIVE OFFICER RECOMMENDS:


That the Board authorize the commencement of the Public Comment Period from May 29, 2026 to June 29, 2026 for the Policy described in the disposition table below. Pursuant to Board Bylaws Rule 1-2 VI (B), the Board must authorize the commencement of the Public Comment Period.

Current Policy Section/ Current Policy Title	New Policy Section/ New Policy Title	Description of Revision/Disposition
Board Report Board Report 16-0427-PO1, Education of Homeless Children and Youth Policy	Education of Students in Temporary Living Situations Policy	The purpose of this policy is to ensure compliance with the McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §11431 et seq. ("McKinney-Vento") and the Illinois Education for Homeless Children Act, 105 ILCS 45/1-1 et seq ("IEHCA"). Additionally, the purpose is to ensure that children and youth experiencing homelessness have the same access to education as their housed peers, by providing necessary support services and removing barriers to identification, enrollment, and regular attendance.

Approved as to Legal Form: Initial
LB

Signed by:

974F0DEB7385497...
Elizabeth K. Barton
General Counsel

Approved:

Signed by:

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Macquiline King, Ed.D
Superintendent/Chief Executive Officer

AMEND BOARD REPORT 16-0427-PO1
EDUCATION OF HOMELESS CHILDREN AND YOUTH POLICY AND RENAME TO EDUCATION OF STUDENTS IN TEMPORARY LIVING SITUATIONS POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board amend Board Report 16-0427-PO1, Education of Homeless Children and Youth Policy and rename the policy to Education of Students in Temporary Living Situations Policy.

PURPOSE: The purpose of this policy is to ensure compliance with the McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §11431 et seq. (“McKinney-Vento”) and the Illinois Education for Homeless Children Act, 105 ILCS 45/1-1 et seq (“IEHCA”). Additionally, the purpose is to ensure that children and youth experiencing homelessness have the same access to education as their housed peers, by providing necessary support services and removing barriers to identification, enrollment and regular attendance.

POLICY TEXT:

A. Commitment: Rights and Equitable Access

This policy applies to all Board employees and service programs and activities provided or made available by the Board. This policy affirms the Board’s commitment to the District’s homeless education program, known as the Students in Temporary Living Situations (“STLS”) program. ~~and~~ The STLS program goals ~~which~~ are to ensure that parents, guardians, and school personnel receive clear, accessible information regarding the rights of students in temporary living situations. In accordance with the McKinney-Vento Act and this policy, the policy provides guidance on essential rights, including school selection, immediate enrollment, transportation, and dispute resolution:

1. ~~e~~Every homeless student in a temporary living situation attending the Chicago Public Schools shall have equal access to the same free, appropriate public education and programs as is provided to other children and youth to enable them to meet the same challenging State student academic achievement standards to which all students are held (42 U.S.C. § 11431(1));
2. ~~e~~Every homeless student in a temporary living situation has access to services, programs and activities offered by the school (e.g. preschool, before, during and after-school programs) (42 U.S.C. § 11432(g)(4));
3. ~~e~~Every homeless student in a temporary living situation who meets the relevant eligibility criteria will not face barriers based on homeless status to accessing academic and extracurricular activities, magnet schools, summer school, career and technical education, advanced placement, on-line learning and charter schools (42 U.S.C. § 11432(g)(1)(F)(iii));
4. ~~n~~No homeless student in a temporary living situation shall be discriminated against, segregated from the mainstream school population, isolated on the basis of the student’s homelessness or stigmatized (42 U.S.C. § 11431(3));
5. ~~n~~No student in a temporary living situation shall be denied enrollment because the student is homeless 42 U.S.C. § 11432(g)(3)(C)(i);
6. ~~n~~No homeless student in a temporary living situation shall be denied immediate enrollment because the student is unable to produce health, immunization or school records, proof of guardianship, or proof of residence (42 U.S.C. § 11432(g)(3)(C)(i));
7. ~~t~~The removal of any regulations, practices, or policies that act as barriers to the identification, enrollment, retention, attendance, or success of students in temporary living situations in the District; including ensuring placement and enrollment in neighborhood attendance area schools and in schools located in the area where the family is currently unhoused. (42 U.S.C. § 11432(g)(1)(I))
8. ~~t~~The maintenance of safeguards that protect homeless students in a temporary living situation from discrimination on the basis of their homelessness (42 U.S.C. § 11432(g)(1)(J)(i));

9. ~~a~~All Board employees treat children, youth and their families who are experiencing homelessness housing insecurity with respect, compassion and sensitivity (**42 U.S.C. § 11432(g)(1)(J)(iii)**); and
10. ~~†~~The District complies with federal and state laws regarding the education of homeless students in a temporary living situations (**42 U.S.C. § 11431(4)**)

B. Scope: Students In Temporary Living Situations

Children and youth are experiencing homelessness when they are in a temporary living situation i.e. they lack a fixed, regular and adequate night-time place of residence, including those who are:

1. ~~s~~Sharing housing of other persons due to the loss of housing, economic hardship or similar reason (sometimes referred to as “doubled up”);
2. ~~†~~Living in a motel, hotel, trailer park or camping ground due to lack of alternative, adequate accommodations;
3. ~~†~~Living in an emergency or transitional shelter;
4. ~~†~~Living in a car, park, public place, abandoned building, substandard housing, bus or train station or similar setting;
5. ~~h~~Having a primary nighttime residence that is a private or public space not designated or ordinarily used as a regular sleeping accommodation;
6. ~~a~~Abandoned in a hospital; or
7. ~~Awaiting foster care placement (pursuant to the reauthorization of McKinney-Vento, this category will be phased out during the 2016-2017 school year); or~~Migratory children living in any of the circumstances described above.

C. Definitions: As used in this policy, parent means the parent or guardian having legal or physical custody of the child or any adult caregiver with whom the child lives.

~~Unaccompanied homeless youth are youth or children who are not in the physical care or custody of a parent or guardian and include youth who have been denied housing by their parent, youth who have run away from home even if their parent states a desire for the youth to return home, and youth discharged after a stay in juvenile detention but not to the care of an adult.~~

~~“Enrollment” means enrolled into the school, attending classes and participating fully in school activities.~~

As used in this policy

- Enrollment means a student is enrolled into the school, attending classes and participating fully in school activities (**42 U.S.C. § 11434a(1)**).
- Hardship means an inability of the parent to accompany their child to the school of origin via public transit, which the parent must document or attest to via affidavit to trigger specialized transportation services (**42 U.S.C. § 11432(g)(1)(J)(iii)**).
- Parent, for the purposes of enrollment and school-based representation, means the parent or guardian with legal or physical custody of the child, or any adult caregiver with whom the child lives (**42 U.S.C. § 11432(g)(3)(B)**).
- Unaccompanied Youth refers to children or youth who are not in the physical care or legal custody of a parent or guardian (**42 U.S.C. § 11434a(6)**). This includes youth who have been denied housing by their custodial parent or guardian, youth who have run away even if a parent desires their return, and youth discharged from juvenile or other detention facilities who are not returned to the care of an adult.

D. Enrollment

To ensure compliance with the CPS Enrollment and Transfer Policy and district-wide STLS protections, students experiencing homelessness are exempt from standard enrollment rules. Attendance area schools must immediately enroll STLS students on the same day even if they lack requisite enrollment

documents, or have missed local enrollment deadlines. Local procedures that may delay a student's attendance or participation must be waived (42 U.S.C. § 11432(g)(3)(C)(i)).

- **Mandate of Immediacy:** Enrollment is a non-negotiable mandate. Students must be enrolled the same day they present themselves. This requirement supersedes any local school policy, registration window, or document requirement. Failure to comply is a violation of both Board Policy and the McKinney-Vento Federal Law **(42 U.S.C. § 11432(g)(3)(C))**.
- **Access to Enrichment:** Schools must ensure STLS students are proactively invited into and funded (fees are waived) for all enrichment activities to ensure a holistic daily experience identical to their housed peers **(42 U.S.C. § 11432(g)(1)(F)(iii))**.

~~A homeless child or youth is entitled to immediate enrollment at any of the following:~~

- ~~1. The school in which the student was enrolled when permanently housed, including a preschool (school of origin as defined under McKinney-Vento and IEHCA);~~
- ~~2. The school in which the student was last enrolled, including a preschool (school of origin as defined under McKinney-Vento and IEHCA); or~~
- ~~3. any public school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. The attendance area school serving the area where the family is currently unhoused, and where housed students in that attendance area are eligible to enroll, shall also be available to the STLS child or youth.~~

Pursuant to the McKinney-Vento Act (42 U.S.C. § 11432) and 105 ILCS 45/1-25, the Network Office serves a specialized role in the STLS enrollment process as a mediator for disputes. Upon receipt of an Intent to Deny notification, the Network enforces the student's immediate enrollment in the school sought. The Network then reviews the denial and confers with the school STLS team to facilitate a local resolution. By coordinating directly with the STLS team, the Network provides necessary local context to ensure all procedural safeguards, including written rationales and legal referrals are finalized before a district-level decision is issued.

~~A Homeless child or youth shall be immediately enrolled in the school of school of origin (as defined in D4 or D2 above) or the "school" or meeting the definition of "school" in D3 above even if the student is unable to produce health, immunization or school records, proof of guardianship, or proof of residence at the time of enrollment.~~

When a student is enrolled without an initial dispute, they have the right to continue their enrollment at that school until graduation. This right is pursuant to the CPS Enrollment and Transfer Policy and remains in effect even if the student obtains permanent housing within the City of Chicago.

In the event of an STLS Eligibility Dispute where a final determination finds a student ineligible for STLS services, the student's enrollment at the school may be terminated following the conclusion of the dispute resolution process. Upon such determination, the student maintains the right to immediate enrollment in the appropriate attendance area school. Families may also seek enrollment in other District schools or programs through the GoCPS process, subject to standard application windows, seat availability, and District enrollment policies.

In matters where the STLS dispute process is initiated and it is determined that the student is eligible to enroll at the school, the student has the right to continue their enrollment at the school until graduation. This right remains in effect even if the student obtains permanent housing within the City of Chicago **(42 U.S.C. § 11432(g)(3)(A)(i)(II))**.

Students who obtain permanent housing outside the City of Chicago during the school year may remain at the CPS school they were attending at the time of the move for the balance of the current school year without paying tuition. Thereafter, the student is no longer eligible to attend a CPS school **(105 ILCS 45/1-10)**.

~~Once enrolled, a homeless child or youth a student or youth in a temporary living situation is allowed to remain enrolled in the selected school for as long as the child remains homeless or if the child becomes permanently housed, until the end of the school year.~~

For 9th grade students who are ~~homeless and were homeless~~ experiencing homelessness in 8th grade, the feeder attendance area high school that corresponds with their ~~for the~~ 8th grade school of origin becomes the school of origin for 9th grade. If a ~~homeless student's~~ STLS student's elementary school of origin does not go through 8th grade, the feeder attendance area elementary school for the next grade becomes the student's school of origin.

~~A homeless child or youth has the right~~ Students in temporary living situations, if interested, are entitled to and are required to apply to charter schools, selective enrollment schools, magnet schools, and all other CPS programs in the same manner as students who are permanently housed. This includes requirements as outlined in the GoCPS process.

E. Transportation and Hardship Supports

The District shall ensure that transportation will be provided to ~~homeless children or youths~~ students in temporary living situations who chose to continue attending their school of origin. If a child or youth becomes homeless and chooses to remain in the student's school of origin, each school, upon learning of the student's homelessness, must notify the student and parent of the availability of transportation services, if such services are necessary for the student in the temporary living situation to continue attendance at the school of origin.

If such services are necessary, the District will strive to provide the Chicago Transit Authority ("CTA") transportation assistance to the school of origin immediately upon request ~~but~~ no later than three school days ~~of~~ after the request. If a student who is identified as a student in a temporary living situation and is receiving transportation to their school of origin becomes permanently housed, ~~and is receiving transportation to the school of origin,~~ the student will be entitled to transportation until the end of the school year during which ~~he/she becomes~~ they became permanently housed.

Parent Transportation:

The parents of students in grades PK-6 who are eligible for transportation will also receive public transportation assistance to enable them to accompany their child on the CTA to/from school and ~~school-related~~ school-related activities, including but not limited to extracurricular activities, report card pick-up, IEP meetings, graduation, and ~~parent-teacher~~ parent-teacher conferences. on the Chicago Transit Authority (CTA) District staff have the right to verify whether CTA assistance provided to a parent is actually used to transport the ~~homeless~~ child to/from school. In any case in which a parent fails to accompany a ~~homeless~~ child on a regular basis despite the provision of CTA assistance, the school may provide the parent with daily CTA assistance that the parent will pick-up at the child's school. Any parent of students in grades PK-6 who are eligible for transportation and are denied CTA assistance pursuant to this policy has the right to file a dispute as described in Section J below.

Hardship Transportation and Supports for Various Age Groups:

Grades PK-6: If the parent is unable to accompany their child on public transportation to their school of origin due to a hardship, the parent and/or unaccompanied youth may request hardship transportation service by submitting documentation or affidavit of the parent's inability to transport the student. The District will provide hardship transportation no later than ten school days of approval of the request. While awaiting hardship transportation to the school of origin, the student and parent will receive CTA transportation support.

Grades 7-12 (Unaccompanied Youth and Hardship): Unaccompanied youth and students in temporary living situations in grades 7-12 are entitled to transportation to their school of origin without a requirement

for an accompanying adult. Hardship transportation for students in this age group will be provided when the distance, mode of travel, or duration of the commute presents a demonstrable risk to the student's safety, physical health, or successful academic attendance, as determined by the school's STLS Advocate or Liaison (42 U.S.C. § 11432(g)(1)(J)(iii)).

Transportation assistance is provided to students and parents for the educational purpose of transporting students to and from school and school activities. Students and parents receiving transportation assistance in the form of CTA Ventra cards must adhere to the terms of the Ventra User Agreement and comply with all other CTA rules and regulations. The District has the right to audit the use of the CTA Ventra cards and to investigate whether a student or parent of a student misused a Ventra card (e.g. use on a non-attendance day for non-school related activities, use during school hours other than to transport to/from school, re-sell the card, etc.).

Definition of Hardship ~~Hardship Transportation: If the parent is unable to accompany his/her child on public transportation to their school of origin due to a hardship, the parent and/or unaccompanied youth may apply for hardship transportation service by submitting documentation or affidavit of the parent's inability to transport the student. The District will strive to provide hardship transportation as soon as possible but no later than ten (10) school days of approval of the request. While awaiting hardship transportation to the school of origin, the student and parent will receive CTA transportation support.~~ Hardship for purposes of this policy means that:

- The parent is employed or enrolled in and attending a bona fide verified job training or education program which precludes the parent from transporting the parent's child(ren) to/from school; OR
- The parent is mentally or physically disabled and such disability precludes the parent from transporting the parent's child(ren) to/from school; OR
- The parent is responsible for transporting the parent's children to schools at different locations; OR
- The parent resides in a shelter or similar facility, which will not permit the parent to leave to transport the child(ren) to/from school; OR
- The parent is required by court order, Department of Children and Family Services (DCFS) or a DCFS contract agency to engage in services which prohibit the parent from transporting the child(ren) to/from school; OR
- There is other good cause to find that a hardship exists which warrants the provision of alternative transportation; AND
- For each hardship defined above, the school may verify the information supporting such hardship. If the school is unable to verify the hardship, then the parent is required to execute an affidavit asserting the truth of the facts supporting the existence of hardship. Any parent determined to have provided false information for the purpose of securing hardship transportation under this policy may be denied such transportation by the school principal.

If a ~~homeless~~ student's temporary residence is outside the City of Chicago and the student continues to attend the student's CPS school of origin or the student's temporary residence is in the City of Chicago and the student continues to attend the student's school of origin in another Illinois school district, the ~~District~~ STLS Team and Office of Transportation will collaborate with the school district in which the homeless child or youth is living or attending to apportion the responsibility and costs for providing transportation to and from the school of origin, and school related activities, including but not limited to extracurricular activities, report card pick-up, IEP meetings, graduation, and parent teacher conferences.

Students who are experiencing homelessness and qualify for transportation under another District program, such as pursuant to an Individualized Education Program (IEP) or ~~Options for Knowledge~~504 plan, will be provided such transportation as their non-homeless peers.

F. Fee Waivers, School Supplies, Uniforms, Tutoring, Enrichment and Credit Recovery

To promote connectedness and wellbeing while ensure ensuring continued enrollment in school and school activities, ~~homeless~~ students in a temporary living situations enrolled in the District shall have access to adequate and appropriate school supplies and school uniforms, waiver of school fees

consistent with the District's ~~Fee Waiver~~ Waiver of School Fees Policy, free school meals, and tutoring services beyond those provided to all students of at least one hour per week upon request. The District will identify and remove any barrier that prevents unaccompanied youths and youths separated from public schools from receiving appropriate high school credit for full or partial coursework satisfactorily completed while attending a prior school.

If a school requires school uniforms or dress codes, the school shall assist ~~the family of each homeless STLS student who is unable to supply the student's own uniform to~~ in obtaining a minimum of two sets of uniforms or appropriate school clothing per year to ~~avoid stigmatization~~ ensure student dignity and to allow for proper hygiene and washing of uniforms.

G. Homeless STLS Advocate or Liaisons and Operational Mandates

District Advocate or Liaison: Role, Mandate, and Execution

The Chief Executive Officer ("CEO") shall designate an appropriate District staff person to be the District's Liaison for **homeless** students in a temporary living situations and their families and to lead the District's STLS program, as mandated by the McKinney-Vento Act, 42 U.S.C. §11432(g)(1)(J)(ii). The authority of the District Liaison is established by this Board Policy and executed through the CEO's delegation. The District's STLS Liaison shall also:

1. ~~d~~Develop and implement District training materials to ensure the effective implementation of this policy;
2. ~~e~~Ensure each school annually identifies an appropriate STLS school Advocate or Liaison and ensure they s/he receives training on the educational rights of Students in temporary living situations;
3. ~~m~~Maintain an active list of STLS Advocates or liaisons;
4. ~~e~~Ensure ~~homeless students~~ students in temporary living situations, including pre-school age children, are identified by school personnel and coordinate with community, state and federal agencies providing supportive services to the families of Students in temporary living situations, including those for preschool age students, to identify ~~homeless children~~ students in a temporary living situations not yet enrolled in school;
5. ~~e~~Ensure parents and unaccompanied ~~homeless~~ youths are informed of transportation services to the school of origin and eligible students receive appropriate transportation services;
6. ~~e~~Ensure notice of the rights of, and services for, students in temporary living situations, is provided throughout the community in locations frequented by parents of ~~homeless students in a temporary living situations~~ and unaccompanied ~~homeless~~ youths, including but not limited to: shelters, public libraries and food banks, and at each school ~~of the rights of, and services for, Students in temporary living situations~~, in a manner and form understandable to the parents and unaccompanied ~~homeless~~ youths;
7. ~~a~~Advise school counselors to assist unaccompanied ~~homeless~~ youths to prepare for postsecondary opportunities and verify their status for purposes of the Free Application for Federal Student Aid (FAFSA) or the Illinois Alternative Application; and
8. ~~r~~Review and recommend to the CEO amendments to STLS requirements, protocols, and procedures that may act as barriers to the enrollment, identification, attendance, retention and success of ~~homeless~~ students in temporary living situations.

School Advocate or Liaison: Duties and Commitment

Annually, each Chicago Public School will identify a school employee to serve as the school's STLS Advocate or Liaison to assist with identifying and enrolling ~~homeless~~ STLS students in the school and facilitating student access to STLS program benefits. A comprehensive description of the roles and

responsibilities of the school level STLS Advocates or liaisons and other school staff regarding ~~homeless~~ STLS students is available on the District's website.

The school STLS Advocate or Liaison shall:

1. ~~a~~Attend all mandatory training regarding the District's STLS program, its requirements and procedures;
2. Ensure access to and utilization of a dedicated, private space for meeting with STLS students and families. This location must provide confidentiality and safety, including the ability to lock the door, and be utilized solely for sensitive STLS related work, intake, and support services;
3. Complete the mandatory digital MKV eligibility determination form for all students seeking STLS services, which is required to confirm proper eligibility, document the basis of determination, and ensure families receive and confirm their understanding of their rights under the McKinney-Vento Act;
4. Implement the annual re-determination of eligibility process for all STLS-identified students. All families must formally reapply for the STLS Program every year by the end of Quarter 1 to confirm continued eligibility for the following school year and receive program benefits;
5. ~~e~~Ensure homeless students students in temporary living situations are sensitively identified and given information and assistance in regards to the choice of schools;
6. ~~e~~Ensure homeless students students in temporary living situations, including pre-school age children, are immediately enrolled in the school of origin or "school" as defined in Section D3 above;
7. ~~n~~Notify the student and parent of the availability of transportation services if a STLS student homeless child chooses to remain in the student's school of origin and such services are necessary for the homeless child or youth to continue attendance at the school of origin.
8. ~~m~~Maintain on-going communication with homeless youth and families and provide referrals to District and community services that may address barriers to enrollment, attendance, and success in school, including health care services, dental services, mental health and substance abuse services, housing services and other appropriate services;
9. ~~p~~Provide all STLS program benefits in a timely manner and in accordance with Section F of this policy;
10. ~~p~~Provide to eligible students attending their school of origin transportation assistance in a timely manner and in accordance with Section E of this policy;
11. ~~p~~Provide the student and family a written copy of the notice of rights of homeless students students in temporary living situations, which includes information regarding their rights under the Board policy and dispute resolution;
12. ~~d~~Display the annual posters provided by the STLS Department;
13. If a dispute arises, the Advocate or liaison will explain to the parent/ unaccompanied youth the dispute process and provide him/her with the proper forms, and referrals to free and low cost legal services notify the Network Office and STLS of the pending decision via an Intent to Deny notification before a final denial is issued, explain to the parent/ unaccompanied youth the dispute process and provide him/her with the proper forms, and referrals to free and low cost legal services.

H. Training

~~:-~~The District shall provide mandatory training two times per school year on the educational rights of STLS students homeless child and their parents to Principals, school STLS Advocates and Liaisons and school clerks who work with ~~homeless children and youths~~ students in temporary living situations. This mandatory training shall include a Beginning of Year (BOY) module that all District staff are required to complete. The training program will be developed by the District's STLS Team. The training program will be developed by the District's STLS Liaison. Principals shall annually provide training opportunities for all school staff on the educational rights of homeless students and notify in writing the STLS Liaison when such training has occurred.

I. District Website

The CEO or designee and the District's STLS-Liaison shall continue to annually publish on the District's website the requirements, procedures and protocols for the District's STLS program and shall make updates to the website as necessary and appropriate. The website will include a list of the duties of the District's STLS-Liaison. The District's STLS-Liaison shall share with the Chicago Coalition for the Homeless any planned revisions to the website in terms of STLS content no later than 14 days prior to the changes being posted on the website. if possible 30 days but no later than 14 days prior to the changes being posted on the website.

The District's website shall continue to provide important information for ~~homeless~~ families experiencing homelessness including, how to access the STLS program, including contact information for the STLS department, enroll in the school of origin or other eligible school, eligibility requirements for transportation services to and from the school of origin including hardship transportation, availability of other STLS program benefits (e.g. school uniforms, schools supplies, fee waivers) including access and eligibility requirements, process for dispute resolution, and a phone number to reach the STLS program for assistance.

The District's website shall also include protocols for schools to follow including those related to identification of ~~homeless children and youth~~ students in temporary living situations, immediate enrollment, handling of transportation requests, handling documentation issues regarding lack of school records, immunizations, health exams or birth certificates, ensuring privacy, timely resolution of disputes, student access to eligible school services, programs and activities, addressing special populations such as unaccompanied ~~homeless~~ youth, and keeping the student at the student's school origin wherever possible consistent with the wishes of the parent. All ~~District Board~~ employees shall follow the requirements, procedures and protocols posted on the District's STLS website and any other requirements issued by the CEO or designee regarding the enrollment and education of ~~homeless children and youth~~ students in temporary living situations in compliance with McKinney-Vento and the IEHCA.

J. Dispute Resolution: The Superintendent/CEO shall ensure a fair and expeditious process for resolving disputes between a school and any STLS student ~~homeless child~~, parent or youth regarding enrollment, eligibility, school selection and/or transportation. The process shall ensure:

1. The parent/unaccompanied youth is given a copy of the *STLS Explanation of Dispute Resolution Process* which explains in detail how the dispute resolution process works and includes referrals to free and low cost legal assistance;
2. The parent/unaccompanied youth is given a completed and signed copy of the *STLS Dispute Notification* form which is completed by the school and/or the STLS Department and provides written notification of the rationale for the decision; per **42 U.S.C. § 11432(g)(3)(E)(ii)**;
3. The parent/unaccompanied youth is given a copy of the *STLS Parent/Unaccompanied Youth Dispute Resolution Appeal* form; per **42 U.S.C. § 11432(g)(6)(A)(vii)**;
4. The school and/or District STLS Liaison will assist the parent/unaccompanied youth in completing the *STLS Parent/ Unaccompanied Youth Dispute Resolution Appeal* forms; per **42 U.S.C. § 11432(g)(6)(A)(vii)**;
5. The school notifies the Network and STLS Advocate or Liaison to enable him/her inform them of the intent to dispute to prompt them to contact the parent/unaccompanied youth in an attempt to resolve the dispute, inform parents of the right to an in-person meeting with the District STLS Liaison, and ensure the dispute process is followed appropriately;
6. The Network Office reviews the denial and confers with the school STLS team to attempt a local resolution of the dispute and ensure appropriate procedural safeguards are followed according to 42 U.S.C. § 11432(g)(3)(E)(iii);
7. The Network & STLS teams confer to ensure policy compliance and that local context is considered. Nothing in this process prevents a parent or unaccompanied youth from filing a dispute directly with the Illinois State Board of Education (ISBE) under 42 U.S.C. § 11432(g)(1)(C) and 105 ILCS 45/1-25(b);

8. A decision on each dispute resolution request shall be timely issued in writing by the CEO or designee and given to the parent/unaccompanied youth in a manner and form understandable to the parent or the unaccompanied ~~homeless~~ youth using the *CPS Final Decision Regarding Dispute for Students in Temporary Living Situations* form which includes how an appeal may be made to the Illinois State Board of Education (ISBE) Homeless Education Program and lists referrals to free and low cost legal assistance; per 42 U.S.C. § 11432(g)(3)(B)(iii);
9. If the parent or the unaccompanied youth disagrees with the District's final decision regarding enrollment or transportation, the parent or the unaccompanied youth notifies the District STLS Liaison who then submits an appeal to the ISBE ~~Homeless Education Program State Coordinator for McKinney-Vento Homeless Education~~ State Coordinator for McKinney-Vento Homeless Education on the parent's/unaccompanied youth's behalf for a fair and impartial hearing with an ombudsperson appointed by ISBE; per 42 U.S.C. § 11432(g)(1)(C);
10. During the dispute resolution process, and any subsequent appeals, the student must be immediately enrolled in the school of origin (Sections D1 or D2 above) or the "school" which meets the definition in Section D3 above and/or provided transportation until the dispute is resolved pursuant to 42 U.S.C. § 11432(g)(3)(E)(i).

The procedures for submitting a request for dispute resolution and for appealing a dispute resolution decision shall be posted on the District's website. Nothing in this policy prevents a parent or an unaccompanied youth from filing a dispute directly with ISBE through the state's homeless education dispute resolution process.

K. Program Inquiries

Any individual alleging the abridgement of the educational rights of ~~homeless children or youth~~ students in temporary living situations by CPS, other than denial of enrollment, eligibility, school selection or transportation which is covered in Section J above, such as denial of school fee waiver, or raising any issue of discrimination, such as unfair treatment of student or family because ~~of their~~ they are experiencing homelessness, should contact the STLS Department at (773) 553-2242, ~~or fax at (773) 553-2182~~ or email at STLSInformation@cps.edu for assistance in addressing their complaint. Any other questions, inquiries regarding how to access the STLS program and/or services, should also be directed to the STLS Department through the STLS Assistance Request Form.

L. Notification

Twice per year, the CEO will direct a designee to provide written notice to all students enrolled in the Chicago Public Schools and their parents containing information regarding the educational rights of ~~homeless children and youth~~ students in temporary living situations under this policy and under the federal and state law. Principals are to ensure this notice is distributed to families and posted in a prominent location within the school.

M. Support and Oversight

±The CEO or designee together with the District's STLS Liaison shall establish all necessary forms, timelines, annual notices, procedures, protocols and webpages for the effective implementation and oversight of this policy. The CEO or designee together with the District's STLS ~~Liaison~~ may further establish guidelines for evaluating charter school compliance with McKinney-Vento and IEHCA as part of their annual legal compliance review. The Principal shall provide oversight to ensure the implementation of all aspects of this policy at ~~his/her~~ their school, including identification of ~~homeless~~ students in temporary living situations, immediate enrollment, including full participation in school-related activities and provision of required notifications.

N. Terms

All terms used in this policy and on the STLS page of the District's website shall be interpreted in accordance with McKinney-Vento and the IEHCA. Notwithstanding anything in this policy to the contrary, this policy is not intended to expand or limit rights or obligations created by McKinney-Vento or IEHCA.

O. Audit

All schools and families receiving funds related to students in temporary living situations are subject to audit for acceptable use by the Department for Students in Temporary Living Situations and/or Department of Internal Audit and Advisory Services (IAAS).

P. Violations

Failure to abide by this policy or guidelines will subject employees to discipline up to and including dismissal in accordance with the Board's Employee Discipline and Due Process Policy.

LEGAL REFERENCES: McKinney-Vento Homeless Assistance Act 42 USC § 11431 et seq.; Illinois Education for Homeless Children Act 105 ILCS 45-1 et seq; *Salazar v. Board of Education* 92 CH 5703.