



Area 5 Dispute Resolution Letter to Parent/Guardian/or Unaccompanied Youth Checklist for School Districts

A letter of intent to dispute should include the following: [Click here for Sample Letter](#)

- The school district must state intent of beginning the formal dispute process.
- The school district must state with a degree of specificity the district's position as to the homeless related dispute. (The details as of to what and why they are disputing)
- The school district must state that the student(s) involved in the dispute will be/stay enrolled in the district and be allowed to participate and attend all school activities until the final resolution of the dispute.
- The school district must provide referrals to free/reduced cost to legal help if the family desires to seek out legal advice.
- CC a copy of the letter to the following:
 - Regional Superintendent of Schools, Lori Costello (lcostello@sccroe50.org),
 - Regional Liaison, Dr. Mark Eichenlaub, (meichenlaub@sccroe50.org),
 - Area 5 Liaison, Angela Reeter, (areeter@roe3.org)
 - ISBE State Coordinator for the Education of Homeless Children & Youth, Kate Ulmer (homeless@isbe.net)

In addition to the letter, also provide the family the following:

- An outline of the dispute process must accompany the official district letter that explains the dispute process. This form can be found here. <https://sccroe50.org/wp-content/uploads/2024/08/Outline-Process-for-Parent-to-accompany-the-district-letter.docx.pdf>
- A copy of Illinois State Board of Education's Homeless Dispute Resolution Procedures. This can be found here: <https://www.isbe.net/Documents/IL-Dispute-Proc.pdf>

