Students in Temporary Living Situations (STLS)
Form 1 - Explanation of Dispute Resolution Process

In accordance with the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. and the Illinois Education for Homeless Children Act, 105 ILCS 45/1-1 et seq., a parent or unaccompanied youth who is experiencing homelessness and who disagrees with a decision made at the local school level or by the STLS Department concerning enrollment, eligibility, school selection or transportation has the right to appeal that decision. This may include a school’s or the STLS Department’s refusal to enroll the student in preschool, elementary or high school or to deny CTA transportation or hardship transportation. This page explains what the process is for resolving that dispute.

The parent/unaccompanied youth will receive an STLS Dispute Notification form via U.S. mail or personal delivery. If the parent/unaccompanied youth disagrees with the local school’s/STLS Department’s decision regarding enrollment, eligibility, school selection or transportation, a parent/unaccompanied youth must submit the STLS Parent/Unaccompanied Youth Dispute Resolution Appeal form and provide the reason s/he disagrees with the decision, i.e. to present his/her side of the story. The STLS Clerk or Liaison at the student’s school or the STLS Department is available upon request to assist with completing the STLS Parent/Unaccompanied Youth Dispute Resolution Appeal form or transmitting the form to the STLS Department. The completed and signed form can be mailed or hand delivered to the STLS Department, 42 W. Madison, Garden Level, Chicago Illinois, 60602; the form can be faxed to (773)553-2182 or scanned and emailed to STLSInformation@cps.edu. If the parent/unaccompanied youth did not receive a STLS Dispute Notification form and wants to dispute the decision, the appeal form can be found at http://cps.edu/STLS.

If the parent/unaccompanied youth submits an appeal, the student about whom the appeal was submitted must be immediately enrolled and provided access to all educational programs and services offered at the school while an appeal is being reviewed. During the pendency of an appeal concerning transportation, the student will be provided transportation.

Within 10 school days of receipt of a completed and signed STLS Parent/Unaccompanied Youth Dispute Resolution Appeal form, the CPS’s CEO or her designee will provide the parent/unaccompanied youth written notification of the district’s decision regarding his/her dispute resolution appeal. If necessary during the dispute resolution appeal process, the parent/unaccompanied youth may be called by telephone or asked to attend a meeting in order to ensure an understanding of his/her position and/or guarantee all relevant facts have been presented.

If a parent/unaccompanied youth disagrees with the final district decision regarding enrollment, eligibility, school selection or transportation, s/he may file an appeal to the impartial Ombudsperson appointed by the Illinois State Board of Education (ISBE). The ISBE Ombudsperson, who is not a CPS employee, will conduct a full and fair hearing of the facts (at which time the parent, student and any witnesses and information can be submitted) to help resolve the dispute and fully review the facts of the case. The ISBE Ombudsperson will provide written notification of his/her determination to all parties. If a parent/unaccompanied youth disagrees with the Ombudsperson’s decision, s/he can appeal to the ISBE Homeless Education Coordinator to review the Ombudsperson’s decision for compliance with the Illinois Education for Homeless Children Act. The ISBE Homeless Education Coordinator will submit a recommendation to the ISBE Superintendent who will inform all parties of the final determination.

A parent or unaccompanied youth may file a dispute directly with ISBE through the state’s homeless education dispute resolution process at any time. If the student is enrolled in school and fully participating in school activities and the school’s STLS Liaison determines the student does not qualify for the STLS program because s/he does not meet the definition of homeless and the parent or unaccompanied youth disagrees with the STLS Liaison’s decision, s/he may file a dispute directly with ISBE through the state’s homeless education dispute resolution process.

At any time during the process, a parent/unaccompanied youth may seek the support or advice of attorneys, advocates, or the ISBE Homeless Education Program. The following organizations are willing to provide low cost or free legal services:

- The Law Project of the Chicago Coalition for the Homeless; Phone: (800) 940-1119
- The Legal Assistance Foundation of Chicago; Phone: (312) 341-1070
- Coordinated Advice and Referral Program for Legal Services; Phone: (312) 738-9200

If a parent/unaccompanied youth has an inquiry regarding school fees, school uniforms, participation in school activities, such as field trips, and/or alleged unfair treatment of a student in a temporary living situation, s/he should first contact the school principal. If further assistance is needed, the parent/unaccompanied youth should contact the STLS Department at (773)553-2242 or email to STLSInformation@cps.edu.
This form is to be completed by the Principal when a school disagrees with the eligibility to enroll the child or an unaccompanied youth reporting to be in a temporary living situation in the school or the STLS program or denies CTA transportation to the school of origin. For assistance regarding enrollment decisions, Principals must contact the STLS Department for guidance prior to completing this form. The Principal must provide the parent/unaccompanied youth a copy of a completed and signed STLS Dispute Notification form by the end of the next school day after the date of dispute. This form is to be completed by the STLS Department when hardship transportation is denied.

Student: ____________________  Student ID #: ____________________

Grade: ______ School: ____________________  Network: _________________

This STLS Dispute Notification has been sent via U.S. mail or hand delivered to (circle method of delivery):

Parent/Caregiver/Unaccompanied Youth:

Contact Phone: ( ) - Address of Current Residence:

After reviewing the parent’s/unaccompanied youth’s request, I disagree with the request for □ Enrollment □ Eligibility □ School Selection □ Transportation (Student CTA card) □ Transportation (Parent CTA Card) □ Transportation (Hardship) for the following reasons:

Administrator’s Signature ____________________  Date ____________________

• The Students in Temporary Living Situations (STLS) Explanation of Dispute Resolution Process and STLS Parent/Unaccompanied Youth Dispute Resolution Appeal Form are attached to this notice. □ Yes □ No

• Parents/caregivers/unaccompanied youths have a right to appeal this decision. If an appeal is filed regarding enrollment, the school must immediately enroll the above named student and ensure the student has access to all educational programs and services offered at the school until a final decision is made. If an appeal is filed regarding transportation, transportation must be provided until a final decision is made.

• For assistance contact the Students in Temporary Living Situations (STLS) Department:
  Phone: (773) 553-2242  Fax: (773) 553-2182  Email: STLSInformation@cps.edu

• Parents/unaccompanied youths may seek the assistance of advocates or attorneys. The following organizations are willing to provide low cost or free legal services:
  o The Law Project of the Chicago Coalition for the Homeless; Phone: (800) 940-1119
  o The Legal Assistance Foundation of Chicago; Phone: (312) 341-1070
  o Coordinated Advice and Referral Program for Legal Services; Phone: (312) 738-9200
Students in Temporary Living Situations (STLS)
Form 3 - Parent/Unaccompanied Youth
Dispute Resolution Appeal Form

The school's STLS Clerk and/or Liaison will assist you with this form, and may take the information verbally if you wish. The completed and signed form should be mailed or hand delivered to STLS Department, 42 W. Madison, Garden, Chicago, Illinois 60602 or faxed to (773)553-2182 or scanned and emailed to STLSInformation@cps.edu. The STLS Department will transmit the STLS Parent/Unaccompanied Youth Dispute Resolution Appeal form to the appropriate Chicago Public Schools staff person for review.

Parent/Unaccompanied Youth: __________________________________________

Phone Number: ___________________________________________________________________________

Student: __________________________________________ Student ID# ______________________

School: __________________________________________ Network: ____________________________

I disagree with the denial of ☐ Enrollment ☐ Eligibility ☐ School Selection ☐ Transportation for the following reasons (include a description of your current living situation and the reason you believe the denial decision is incorrect):

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• The Chicago Public Schools STLS Department can be contacted at (773)553-2242, fax (773)553-2182 or STLSInformation@cps.edu.

• At any time during this process, the parent can contact the Illinois State Board of Education Homeless Education Program at Jeffrey Aranowski, State Homeless Education Coordinator, Phone: (312) 814-2223, Fax: (312) 814-8871 or Email: jaranows@isbe.net

• Parents/caregivers/unaccompanied youths may seek the assistance of advocates or attorneys. The following organizations are willing to provide low cost or free legal services:
  o The Law Project of the Chicago Coalition for the Homeless; Phone: (800) 940-1119
  o The Legal Assistance Foundation of Chicago; Phone: (312) 341-1070
  o Coordinated Advice and Referral Program for Legal Services; Phone: (312) 738-9200

Signature: ___________________________ Date: ___________________________

Parent/Unaccompanied Youth
Chicago Public Schools
Form 4 - Final Decision Regarding Dispute For Students in Temporary Living Situations

Student: ___________________________ Student ID #: ___________________________

School: ___________________________ Network: ___________________________

This Final Decision Regarding Dispute for Students in Temporary Living Situations has been sent via U.S. mail or hand delivered to:

Parent/Unaccompanied Youth: _____________________________________________

Contact Phone: (____) ______ Address of Current Residence: _________________________

Telephone call with parent/unaccompanied youth took place on: _________________________

In-person meeting with parent/unaccompanied youth took place on: _________________________

After reviewing the Students in Temporary Living Situations (STLS) Dispute Notification form along with the parent's/unaccompanied youth's Dispute Resolution Appeal form and all other information provided, the Dispute Resolution Appeal is: □ Granted □ Denied for the following reasons:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

CEO or Designee's Signature ___________________________ Date ___________________________

• If the parent/unaccompanied youth disagrees with the above decision, the district will notify the Illinois State Board of Education's appointed Ombudsperson. Please indicate within 10 school days of receipt whether you agree or disagree with the above decision by marking the correct box below and returning this form via fax (773)553-2182 or email to STLSInformation@cps.edu.

□ Agree □ Disagree □ No Parental Response

If the parent/unaccompanied youth disagrees with this decision and wishes to submit an appeal to ISBE:

Contact Phone: (____) ______ Address: _____________________________________________

Contact Email Address: __________________________________________________________

• At any time during this process, the parent can contact the Illinois State Board of Education Homeless Education Program at Vicki Hodges, State Homeless Education Coordinator, Phone: (217) 782-8535, Fax: (217) 524-8585 or Email: vhodges@isbe.net

• If an appeal is filed, the above named student will continue to receive the services he/she was receiving during the pendency of the Chicago Public Schools’ Dispute Resolution process.

• Parents/unaccompanied youths may seek the assistance of advocates or attorneys. The following organizations are willing to provide low cost or free legal services:

  o The Law Project of the Chicago Coalition for the Homeless; Phone: (800) 940-1119
  o The Legal Assistance Foundation of Chicago; Phone: (312) 341-1070
  o Coordinated Advice and Referral Program for Legal Services; Phone: (312) 738-9200