

### District Resolution of Complaint

This form is to be completed by the District Homeless Liaison to outline for the parent, guardian, caretaker, or unaccompanied youth what action was taken to resolve the complaint made against the school or district. A copy should be provided to the person initiating the dispute and to the school in question within 5-7 days of receipt of complaint.

Date: \_\_\_\_\_

\*Person Initiating Dispute: \_\_\_\_\_

Student Name(s) \_\_\_\_\_

School Name: \_\_\_\_\_

### District Action on Complaint

Action taken within \_\_\_\_\_ days after receiving notice of the complaint.

Did the Homeless Liaison resolve this dispute? ☐ Yes ☐ No

If the dispute was resolved, describe the actions taken by the Homeless Liaison to resolve the dispute to the satisfaction of the parent/guardian:

If the dispute was *not* resolved to the satisfaction of the parent/guardian, provide the date that the District Homeless Liaison convened a meeting of the parties and briefly describe the outcome of this meeting:

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(Signature of Homeless Liaison)

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Date