

A Brief Guide for Disputes and Appeals

Most assignment appeal requests will fall under the Transfer Appeal process; however some assignment related requests may require a different process with a specific office/department. The following are some of the appeal venues in Seattle Public Schools:

504 Student Disability Accommodations (Medical or Psychological Conditions)

For most students with *medical or psychological conditions*, reasonable accommodations can be determined and arranged under Section 504 of the Rehabilitation Act of 1973, Student Disability Accommodations at the assigned school. In a few cases, a change of school may be determined necessary. Contact the school-based 504 Coordinator or contact the District 504 Coordinator (252-0110) for assistance with Section 504 related requests.

Assignment Errors (Inquiries)

Parents/Guardians who suspect there has been an error in the processing of their child's school application may request an inquiry by contacting one of the Enrollment Centers or Enrollment Planning (252-0586).

Disciplinary Action

Suspended and expelled students who wish to appeal for a change in their *discipline status* may do so through the Discipline Appeals Office (252-0820).

Eligibility for Programs

Parents/guardians who are seeking changes in their *eligibility status or services* for Special Education (252-0055), Bilingual (252-7750), Advanced Learning (252-0130), or Early Entrance (252-0130) should consult with the specific department responsible for determining the eligibility in question.

Homeless Disputes

Disputes about *homeless assignments or transportation services* are referred to the Homeless Liaison (252-0822). Forms and procedures are available at:

<http://www.seattleschools.org/area/homeless/Appeal%20Process-Parent.pdf>

Non-Resident Assignments

If their application has been denied, students who do not reside in Seattle and attend or want to attend SPS must appeal through OSPI at (360)725-6133. Additional information for non-residents is available at: <http://www.seattleschools.org/area/eso/nonresidentstudents.xml>.

Special Education Placement

The educational placement (program and services) for special education students is determined by IEP teams. Students who are in need of services not offered at every building are centrally assigned to a building that has the ability to deliver the identified program and services based on student need, geographic location, and capacity. Appeals of building assignment may be submitted to the Special Education Department (252-0055). If you have concerns about the type and amount of services your child is receiving, you should address those concerns with your child's IEP team.

Transportation

Requests for a student to receive transportation services for which he or she is not eligible may be submitted directly to the Transportation Department (252-0900). When school is in session, requests may also be submitted to the principal of the assigned school.