

CSBA Sample Exhibit

Instruction

E(1) 6173(a)

EDUCATION FOR HOMELESS CHILDREN

DISTRICT EXPLANATION OF ~~ENROLLMENT~~ DECISION RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT

Note: **The following form should be revised to reflect district practice.** In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, ~~issued July 2004,~~ the U.S. Department of Education recommends that the written **statement of any** decision regarding a homeless student's **eligibility, school selection, or** enrollment include the elements specified below. See the accompanying administrative regulation.

Instructions: The following form ~~is to be used when the district has denied a parent/guardian's the enrollment request~~ **provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.**

Date: _____ Name of person completing form: _____
Title: _____ Phone number: _____

In accordance with ~~the~~ federal ~~law~~ **McKinney-Vento Homeless Assistance Act** (42 USC ~~11432~~ **11431-11435**), this notification is being provided to **either**:

Name of parent(s)/guardian(s): _____

Name of **unaccompanied** student(s): _____

~~Name of s~~ School requested: _____

District's placement decision (name of school): _____

Action(s) proposed/refused by the district related to eligibility, school selection, or enrollment:

~~After reviewing your request to enroll your child in the school listed above, your enrollment request has been denied.~~

~~This~~ **The district's** determination **regarding eligibility, school selection, or enrollment** was based upon **the following evidence and for the following reasons:**

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EDUCATION FOR HOMELESS CHILDREN (continued)

Other options that the district considered, if any, included the following options which were rejected for the following reasons:

Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

You have the right to appeal this decision to the district Superintendent. **To do so, contact the district's homeless liaison listed below within the next ____ (insert number of days) ____ days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within ____ (insert number of days) ____ days.**

If you are not satisfied with the Superintendent's decision, you may appeal to the _____ (*insert county name*)—San Mateo—____ County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: Dr. Ray Avila, Associate Superintendent

Address: 375 Reina Del Mar, Pacifica, CA 94044

Phone number: 650-738-6600

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EDUCATION FOR HOMELESS CHILDREN (continued)

County Liaison: If you appeal the district's decision to the county office of education, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Name of County Office of Education homeless liaison: Jenee Littrell, PPS

Address: 101 Twin Dolphin Drive, Redwood City, CA 94065-1064

Phone number: 650-802-5472

State Coordinator: If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the district, county office, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: Leanne Wheeler

Address: 1430 N Street Sacramento, CA 958114-5901

Phone number: 916-319-0383

RIGHTS:

~~You also have the following rights:~~

Pending **the final** resolution of this dispute, **including the period of all appeals**, ~~your child the student~~ has the right to immediately enroll in the school ~~you~~ requested and to participate **fully** in school activities at that school.

- ~~You may provide written or verbal documentation to support your position. You may use the district's dispute resolution form. A copy of the dispute resolution form can be obtained from the district's liaison for homeless students.~~
- ~~You may seek the assistance of advocates or attorneys to help you with this appeal.~~

Attachment H- E(1) 6173 District Explanation of Decision Related to Eligibility, School Selection,
or Enrollment
Use CSBA Sample with Revisions

(7/05) 10/16

Policy Reference UPDATE Service

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