MASSACHUSETTS DEPARTMENT OF
ELEMENTARY and SECONDARY EDUCATION

Homeless Education Advisory 2003 – 7A: School District Notification of Enrollment Decision

This form is to be completed when a school/district denies the school enrollment choice of a parent, guardian, or unaccompanied youth who is seeking to enroll in school under the McKinney-Vento Homeless Education Assistance Act and is required by the Massachusetts Department of Education McKinney-Vento Dispute Resolution Process.

Date: __________________

Person Completing Form: ___________________________ Title: __________________

School: ______________________________________ District: __________________

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, this written notice of denial of school enrollment is provided to:

Parent/Guardian: ________________________________________________________________

Student(s): ________________________________________________________________

After reviewing the request to enroll the above student(s), the school enrollment request is denied for the following reasons:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

You have the right to appeal this decision by contacting the district's Homeless Education Liaison who will assist you in the appeal process.

Liaison's Name: ___________________________ Phone #: __________________

In addition:

• Until the Commissioner of Education of the Massachusetts Department of Education, or the Commissioner's designee, makes a final decision regarding your appeal, the above student will be allowed to attend the school of choice and the school district will provide transportation and other school services.

• You may provide either written or verbal reasons for your appeal of this decision. An appeal form is attached.

• You may contact the Massachusetts Department of Education Office for the Education of Homeless Students:

  Sarah Slautterback, Program Coordinator
  Phone: (781) 338-6330
  Fax: (781) 338-3399
  Email: Sslautterback@doe.mass.edu

  Elizabeth Harris, Student Support
  Phone: (781) 338-6310
  Fax: (781) 338-3399
  Email: Eharris@doe.mass.edu

• You may seek the assistance of advocates or attorneys.

• A copy of this written notice of denial of school enrollment is being forward to:
  Office for the Education of Homeless Students, Massachusetts Department of Education,
  75 Pleasant Street, Malden, MA 02148