

Written Notification of Enrollment Decision

To be completed by the receiving school when an enrollment request is denied.

Date: _____

Person Completing Form: _____

Title: _____

School _____

In compliance with Sections 722(g)(3)(E) and 722(g)(3)(B)(ii) of the McKinney-Vento Homeless Educational Assistance Act of 2001, the following written notification is provided to:

Parent or Guardian: _____

Student(s): _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

You have the right to appeal this decision by completing the second page of this notice or by contacting the school division's local homeless education liaison:

Liaison's Name: _____

Title: _____

Phone number: _____

In addition:

- The student listed above has the right to enroll immediately in the school of choice pending resolution of the dispute.
- You may provide written or verbal documentation to support your position. Use may use the form attached to this notification.
- You may seek the assistance of advocates or attorneys.
- You may contact Project HOPE to discuss this decision with the Virginia State Coordinator for Homeless Education at 877-455-3412 (toll free) or 757-221-1707.

Written Notification of Enrollment Decision

**To be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises.
This information may be shared verbally with the local liaison, as an alternative to completing this form.**

Date Submitted: _____

Student(s): _____

Person Completing Form: _____

Relation to student(s): _____

I may be contacted at (phone or email): _____

I wish to appeal the enrollment decision made by:

School _____

I have been provided with:

- A written explanation of the school's decision, and
- Contact information for the local homeless education liaison.

Dispute Resolution can be added to form after it is finalized.

Optional: You may include a written explanation to support your appeal in this space or provide your explanation verbally.

The school provided me with a copy of this form when submitted. _____(Initials)