

SAMPLE WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION

**WRITTEN NOTIFICATION OF
ENROLLMENT/PLACEMENT DECISION FOR STUDENT**

Child/Youth's Name: _____

The following written notification is provided to:

Parent/Guardian Name: _____

Unaccompanied Youth Name: _____

After reviewing the request to enroll the child/youth, the determinations are as follows:

McKinney-Vento Act Eligibility:

_____ Child/youth qualifies under the McKinney-Vento Act.

_____ Child/youth does not qualify under the McKinney-Vento Act. Following is the explanation of this decision.

Placement of McKinney-Vento Eligible child/youth:

Based on the best interest of the child/youth the placement will be at:

Explanation of placement (if placement is not in school of origin or the school of choice of parent/guardian or unaccompanied youth):

Administrator Signature: _____

Date Written Notification form was given to parent/guardian or unaccompanied youth: _____

Parent/Guardian or Unaccompanied Youth Signature: _____

NOTE: If you are not satisfied with the determinations, you have the right to use the McKinney-Vento dispute resolution process as outlined in the District Homeless Policy. Contact the District Homeless Liaison and complete the Dispute Resolution Form.