

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

IV a. School District Notification to Parent/Guardian of Enrollment Decision

This form is to be completed when a school/district denies the school placement of a parent/guardian or unaccompanied homeless youth who is seeking to enroll in school under the McKinney-Vento Homeless Education Assistance Act (McKinney-Vento) and is required by the ESE McKinney-Vento Dispute Resolution Process in compliance with Section 722(g)(3)(E) of McKinney-Vento, this written notice of denial of eligibility, school selection or school enrollment is provided to:

Parent/Guardian: _____

Parent/Guardian contact Information: _____

Student(s): _____

Is the student(s) on an Individual Education Plan (IEP)? *(Please circle or underline, or indicate with an X.)*

No. Yes without transportation. Yes with transportation.

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

Please attach any additional relevant information/documentation.

Person Completing Form: _____

School/district: _____ Date: _____

You (the parent/guardian) 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 Elementary and Secondary Education, or the Commissioner's designee, makes a final decision regarding your appeal, the above student(s) will be allowed to attend the selected school and the school district(s) 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 seek the assistance of advocates or attorneys.
- You may contact the Department of Elementary and Secondary Education, Problem Resolution System at (781) 338-3700 or compliance@doe.mass.ed
- A copy of this written notice of denial of school enrollment is being sent to the Massachusetts Department of Elementary and Secondary Education.