



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

Instructions: The following form 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 **McKinney-Vento Homeless Assistance Act** (42 USC 11431-11435), this notification is being provided to either:

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

Name of unaccompanied student: _____

School requested: _____

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

Description of action(s) proposed/refused by the district related to eligibility, school selection, or enrollment, including an explanation of why the action(s) is proposed/refused:

The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence:

Other options the district considered, if any, 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 5 days to request a Dispute Form. You may provide written or oral 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 the decision within 5 working days.

If you are not satisfied with the Superintendent's decision, you may appeal to the Ventura County Office of Education (VCOE). If you are not satisfied with VCOE's decision, you may then appeal to the California Department of Education (CDE). 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. The liaison 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.

Moorpark Unified Homeless Liaison

Mike Winters

5297 Maureen Lane, Moorpark, CA 93021

mwinters@mrpk.org

(805) 378-6300

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

Ventura County Office of Education Homeless Liaison

Cathi Nye

5189 Verdugo Way, Camarillo, CA, 93012

cnye@vcoe.org

(805) 437-1519

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

California Department of Education Homeless Coordinator

Leanne Wheeler

1430 N Street, Suite 6408, Sacramento, CA, 95814

homelessed@cde.ca.gov

(866) 856-8214

RIGHTS:

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