



WRITTEN NOTIFICATION FORM

This form should be completed by a school administrator or Homeless Liaison when the request to continue enrollment at the school of origin is denied. Parents should sign the form to show receipt. Email completed form to the District McKinney Vento Liaison, Christine Beck, at christine.beck@district6.org. The school should keep a copy, and give the original to the parent/guardian or unaccompanied youth along with page 2 of the Dispute Resolution Form.

Date: _____ School: _____

Name and Title of Person Completing Form: _____

In compliance with Section 722(g)(3)(E) of the McKinney Vento Homeless Assistance Act of 2001, the following written notification is provided to:

Parent/Guardian: _____

Student(s): _____

After review, the request to continue enrollment at the school or origin for the student(s) listed above is denied. Below is the explanation.

Please have the parent/guardian/unaccompanied youth sign and date below to indicate that they have received a copy of this form.

Parent/Guardian/Unaccompanied Youth Signature

Date

- You have the right to appeal this decision by completing the attached Dispute Resolution Form or provide your explanation verbally to the district's Homeless Liaison, Christine Beck at 541-494-6209.
 - Resolution by the Homeless Liaison will be made within 7 business days of receipt of Dispute Resolution Form.
 - If the matter is not resolved at that level, the Superintendent shall issue the District's decision within 10 business days of the second dispute by parent/guardian/unaccompanied youth.
 - If the matter is not resolved at that level, the parent/guardian/unaccompanied youth may appeal this decision by contacting the Oregon Department of Education McKinney Vento state coordinator(see contact information below).
- The student(s) listed above has the right to enroll immediately in the requested school, including full participation in all school activities pending resolution of the dispute.
- You may contact the state coordinator if further help is needed:
 McKinney Vento State Coordinator
 Oregon Department of Education
 Office – 971-208-1777

You may seek the assistance of advocates or attorneys.



DISPUTE RESOLUTION FORM

This form is to be completed by the parent/guardian or unaccompanied youth when a dispute arises over the decision to deny continued enrollment at the school or origin. The information may be shared verbally with the Homeless Liaison instead of completing this form. The Homeless Liaison can be contacted at 541-494-6224.

Date submitted: _____

Student(s): _____

School: _____

Person completing form: _____

Relation to student(s): _____

I may be contacted at (phone or e-mail): _____

I have been provided with a written explanation of the school's decision (check one):

☐ Yes ☐ No

You may include a written explanation to support your appeal in this space, or you may provide your explanation verbally to the District's Homeless Liaison.

Signature of person submitting dispute: _____

Return completed Form to school or Central Point School District 6 office.

*****For School Use*****

Fax a copy of this completed form to the D6 Education Department office at 541-494-6224.

Give a copy to the parent/guardian or unaccompanied youth.

Maintain the original at school

Date received by Homeless Liaison: _____