**Education of Homeless Children and Youth**

**Written Notification of Enrollment Decision**

**Form 1**

This form is to be completed by the District Homeless Education Liaison when an enrollment request is denied.

**Date**:

**Person completing form: Job Title:**

In compliance with the McKinney-Vento Homeless Education Assistance Act of 2001, the following written notification is provided to:

**Parent or Guardian**:

**Student(s):**

**Regarding Enrollment Request**:

After reviewing your request to enroll the student(s) listed above, the enrollment request

is denied based upon the following:

You have the right to appeal this decision by completing the attached appeal form (**Form 2**)

or by contacting the Royal School District’s District Homeless Liaison, Rebekah Roldan at

Royal School District

901 Ahlers Ave.; P.O. Box 486

Royal City, WA 99357

Telephone: 509-346-2256 Ext. 3510

Fax: 509-346-9739

**Please Note:**

• The student(s) listed above have the right to immediately enroll in the school of residency or

 school of origin, pending resolution of the dispute.

• You may use the form attached to this notification to provide evidence to support your position.

• You may contact the State Coordinator for Homeless Education:

 Melinda Dyer

 Program Supervisor

 Education for Homeless Children and Youth

 Old Capitol Building

 P.O. Box 47200

 Olympia, WA 98504-7200

 Telephone: 360-725-6050

• You may seek the assistance of advocates or attorneys.

A copy of our state’s Dispute Resolution Process concerning enrollment for students experiencing homelessness is attached.

(KLM Revised 04/19/19)