

Students – Attendance

Education for Homeless Children

**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:

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Other options the District considered, if any, which 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 _____ (*insert number of days*) 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 _____ (*insert number of days*) _____ days.

If you are not satisfied with the Superintendent's decision, you may appeal to the Los Angeles County Office of Education (LACOE). If you are not satisfied with the LACOE'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 families experiencing homelessness and school or District staff. The District liaison for homeless students is responsible for coordinating services to ensure that students experiencing homelessness enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of District's Homeless Liaison: Interim Director, Student Wellness Services

Address: 223 N. Jackson Street, Glendale, CA 91206

Phone Number: (818) 241-3111, Ext. 1500

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County Liaison: If you appeal the District's decision to the LACOE, the District liaison shall forward all written documentation and related paperwork to the homeless liaison at the LACOE. 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.

Name of County Office of Education Homeless Liaison: _____

Address: _____

Email Address: _____

Phone Number: _____

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

Name of State Homeless Liaison: _____

Address: _____

Email Address: _____

Phone Number: _____

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.

Exhibit Adopted: 07/01/2005

Exhibit Revised: 03/01/2022; 07/22/2022; 07/14/2023