

[Insert Letterhead]

[Date]

[Address]

Re: Dispute of McKinney-Vento Homeless Education Assistance Act of 2001

Dear [Name]:

Please let this letter serve as response to you, as you assert your educational rights to dispute the district's decision in regards to the enrollment of your children under **McKinney-Vento Homeless Education Assistance Act of 2001**. Your children have a right to be enrolled in the school of selection until the dispute is resolved. School of selection is defined as the school of origin and/or school of residence. The district has made the determination that the family is no longer homeless for the following reasons:

- [Insert reasons and interventions]
- [Insert details and processes that occurred]

Under dispute resolution process, you have five (5) business days to provide evidence to negate the above reasons. It is important for me to remind you that the intent of the McKinney-Vento Homeless Education Assistance Act is to provide educational stability for homeless children and youth and it may be in the children's best interest and stability to start the school year at their district of residence.

After the review of your documentation and appeal, the district will provide a written explanation, within five (5) business days, of the district's decision regarding school selection or enrollment. The letter will also include the right to appeal to the county office of education (COE).

If you wish to appeal the district's decision, then you will have another five (5) business days to appeal to the COE's homeless liaison. At that point, the district homeless liaison shall forward all written documentation and related paperwork to the COE's homeless liaison. The COE's homeless liaison will review the materials from the district, as well as from you. They will then determine the school selection or enrollment decision within five (5) working days of receipt of the district and your materials. The COE homeless liaison will notify the LEA and parent of the decision. Please note that all the while this process is in place, your children will be enrolled in the school of selection. Please send your appeal and any pertinent information to:

[Insert COE's Homeless Liaison's Information]

I have enclosed a copy of California Department of Education's Homeless Education Dispute Resolution Process, as well as other pertinent documentation to support the above reasons.