

*To be completed by the receiving school when an enrollment request is denied.*

## **Written Notification of Enrollment Decision**

Date: \_\_\_\_\_ School: \_\_\_\_\_

Person completing form: \_\_\_\_\_ Title: \_\_\_\_\_

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

Parent or Guardian: \_\_\_\_\_

Student(s): \_\_\_\_\_

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You have the right to appeal this decision by completing the second page of this notice or by contacting the school district's local homeless education liaison.

Liaison's Name: \_\_\_\_\_

Title: District Homeless Liaison

Phone Number: \_\_\_\_\_

In addition:

- The student listed above has the right to immediately enroll in the school of choice pending resolution of the dispute.
- You may provide written or verbal documentation to support your position. You may use the form attached to this notification.
- You may contact the State Coordinator for McKinney-Vento Homeless Education:

**Linda Mirabal-Pace**  
**503-B Rutledge Building**  
**1429 Senate Street,**  
**Columbia, South Carolina 29201**  
**Phone: 803-734-6010**  
[lpace@ed.sc.gov](mailto:lpace@ed.sc.gov)

- You may seek the assistance of advocates or attorneys.

A copy of our State's Dispute Resolution process for students experiencing homelessness is attached.

## Written Appeal of Enrollment Decision

*This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison, as an alternative to completing this form.*

Date submitted: \_\_\_\_\_

Student (s): \_\_\_\_\_

Person completing form: \_\_\_\_\_

Relation to student (s): \_\_\_\_\_

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

School: \_\_\_\_\_

I have been provided with:

- A written explanation of the school's decision.
- Contact information for the local homeless education liaison.
- A copy of the State's Dispute Resolution Process for students experiencing homelessness.

**Optional:** You may include a written explanation to support your appeal in this space or provide your explanation verbally:

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The school provided me with a copy of this form when submitted.

\_\_\_\_\_  
Signature