DISTRICT EXPLANATION OF ENROLLMENT DECISION

Instructions: The following form is to be used when the district has denied a parent/guardian’s enrollment request.

Date: ______________ Name of person completing form: ____________________________________________
Title: __________________ Phone number: _______________________________________________________

In accordance with federal law (42 USC 11432), this notification is being provided to:
Name of parent/guardian: ________________________________________________________________
Name of student(s): _________________________________________________________________
Name of school requested: _____________________________________________________________
District's placement decision (name of school): _____________________________________________

After reviewing your request to enroll your child in the school listed above, your enrollment request has been denied. This determination was based upon:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

You have the right to appeal this decision to the district Superintendent. If you are not satisfied with the Superintendent’s decision, you may appeal to the ____ (county name) ______ County Office of Education. If you are not satisfied with the county office’s decision, you may then appeal to the California Department of Education. The district’s homeless liaison can assist you with this appeal.

Name of district’s homeless liaison: ______________________________________________________
Address: ___________________________________________________________________________
Phone number: ______________________________________________________________________

Name of County Office of Education homeless liaison: ______________________________________
Address: ___________________________________________________________________________
Phone number: ______________________________________________________________________

You also have the following rights:

• Pending resolution of this dispute, your child has the right to immediately enroll in the school you requested and to participate in school activities at that school.

• You may provide written or verbal documentation to support your position. You may use the district’s dispute resolution form. A copy of the dispute resolution form can be obtained from the district’s liaison for homeless students.

• You may seek the assistance of advocates or attorneys to help you with this appeal.