**Written Notification of Decision--Appeal Form**

To be completed by the parent/guardian/caregiver, or unaccompanied youth when a dispute arises. The local “liaison” can help you with this form. The contact information for the liaison is on the notice of decision, or you can go to this website: [https://educateiowa.gov/documents/title-programs/2020/12/2020-21-homeless-education-liaisons](about:blank)

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

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

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**\* A student with an asterisk after the name has been identified as a special education student.**

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

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

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

I wish to appeal the enrollment decision made by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have been provided with (please check all that apply):

\_\_\_\_\_\_ A written explanation of the school’s decision.

\_\_\_\_\_\_ The contact information of the school district’s local homeless education liaison.

\_\_\_\_\_\_ A copy of the state’s dispute resolution process for students experiencing homelessness.

Provide a written explanation in the space below to support your appeal, or you may attach an extra sheet.

The school provided me with a copy of this form when I submitted it. \_\_\_\_\_\_\_ (Please initial here if you got the copy.)

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Give the completed appeal form to the local liaison. If for some reason that is not possible, you can submit the form yourself to: Iowa Department of Education, 400 E 14th Street | Des Moines, IA 50319-0146. Phone: 515-281-5294 | Fax: 515-242-5988