**Written Notification of Decision**

**This form is to be completed by the school when a disagreement arises between the school and a parent, guardian, or unaccompanied youth over McKinney-Vento eligibility, school selection, or enrollment in a school.**

Date:

Name of person completing form:

Title of person completing form:

Name of school:

In compliance with 42 U.S. C. § 11432(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

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

Name of Parent(s)/Guardian(s):

Name of Student(s):

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

After reviewing your request regarding eligibility, or school selection, or enrollment in a school for the student(s) listed above, the request is denied. This determination was based upon:

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

**You have the right to appeal this decision** by completing the second page of this form. Please contact the school district’s local homeless education liaison for help.

Name of local liaison:

Phone number: Email:

In addition:

* The student(s) listed above have the right to enroll immediately in the requested school pending the resolution of the dispute. This includes the right to receive free transportation to school.
* A copy of Iowa’s dispute resolution process is attached.
* You may contact the State Coordinator for Homeless Education if further help is needed or desired: Carolyn Cobb, Work Cell:  (515) 402-2736, [carolyn.cobb@iowa.gov](mailto:carolyn.cobb@iowa.gov)
* You may seek the assistance of advocates or an attorney.

**Iowa Legal Aid** is a nonprofit organization providing critical legal assistance to low-income and vulnerable Iowans who have nowhere else to turn. Contact information for the Iowa Legal Aid office that serves our area is available at [www.iowalegalaid.](http://www.iowalegalaid.)org or by calling this number: 1-800-532-1275.