

Instruction**EDUCATION FOR HOMELESS CHILDREN****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: _____ Telephone: _____

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(ren) 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 district Superintendent's decision, you may appeal to the Calaveras 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: Jan Kendall, Child Attendance & Welfare Officer
 Calaveras Unified School District
 P.O. Box 788
 San Andreas, CA 95249
 Telephone: (209) 754-2300

The Calaveras County Office of Education's homeless liaison: Scott Nanik
 P.O. Box 760
 Angels Camp, CA 95221
 Telephone: (209) 736-4662

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.