**Colorado McKinney-Vento Education of Homeless Children and Youth Programs**

**District Written Explanation Letter (Sample)**

September 6, 2013

Ms. Marie Jones

5555 Pennsylvania Avenue

Denver, CO 80222

Re: John Jones, Mary Jones

Dear Ms. Jones,

*[District Liaisons, use this highlighted section to outline the situation and your district decision. An example has been provided below.]*

At the start of each school year, ABC School District re-evaluates the circumstances of students who were previously identified under the McKinney Vento Act as homeless students, to confirm eligibility in the upcoming school year. Upon review of your family’s situation, it has been determined that your primary nighttime residence is fixed, regular and adequate; no longer meeting the criteria set forth under the McKinney Vento Act. Last school year, as a part of McKinney-Vento educational rights, your children John and Mary Jones were enrolled in their “school of origin,” under the McKinney Act. These schools were outside of the boundaries of your now permanent place of residence. Based on the change in McKinney eligibility, we are advising you to enroll John and Mary into the schools nearest to where you live. According to existing school boundaries, John’s attendance area school is XYZ Middle School and Mary’s school is RST Elementary. Also, your children’s previous designation of homeless provided for automatic eligibility for free school meals programs. Based on your income, you may remain eligible for the meal program, but you will need to fill out an application at the school(s). If you need any assistance with enrolling your children in the appropriate schools, please contact me at the information below.

NOTICE OF RIGHT TO APPEAL

Be advised that you have the right to appeal the decisions made by ABC School District regarding your student’s eligibility and enrollment under Title X, Part C of the McKinney-Vento Homeless Assistance Act. Students involved in a McKinney-Vento dispute process have the right to enroll immediately in the school of choice pending resolution of the dispute. Immediate enrollment includes full participation in all school activities. Additionally, you may seek advocates or attorneys for your dispute.

As the district’s McKinney-Vento Homeless Education Liaison, notification should be made to me in writing within 10 business days of receipt of this letter if you want to appeal the district’s decision outlined above. Attached you will find an appeal form that you can use for this notification. If we cannot reach a resolution at the district-level, the dispute will be move to the state level for final resolution facilitated by the Colorado Department of Education’s (CDE) State Coordinator for the Education of Homeless Children and Youth, Dana Scott. Ms. Scott can be reached by phone at 303-866-6930 or via e-mail at: Scott\_d@cde.state.co.us. Attached you will find a copy of Colorado’s McKinney-Vento Dispute Resolution Process that provides additional details on the state’s McKinney-Vento dispute and appeals process, including key timelines. Also attached is a national brief by the National Center for Homeless Education that provides information on dispute and appeal rights under the McKinney-Vento Act.

Feel free to contact me if you have questions on this decision or the McKinney-Vento dispute or appeal process.

Sincerely,

Elizabeth Nelson

McKinney-Vento Homeless Education Liaison, ABC School District

Phone: XXX-XXX-XXXX Fax: XXX-XXX-XXXX

E-mail: Elizabeth.nelson@abcschools.org

8800 Washington Ave., Denver, CO 80222

Attachments:

*McKinney-Vento Homeless Education Dispute Resolution Procedure*, Colorado Department of Education

*McKinney-Vento 2001- LAW into PRACTICE: Resolution of Disputes*, National Center for Homeless Education