

**PROCEDURAL SAFEGUARDS NOTICE OF DENIAL OF ENROLLMENT**

**To be completed by a school whenever an enrollment or school selection request of a student experiencing homelessness is denied:**

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

Name and Title of School Employee Completing Form:

\_\_\_\_\_

Requested School: \_\_\_\_\_

School District: \_\_\_\_\_

(This may be the school the child was attending when they became homeless, the school the child is currently attending or the school where the child is now living)

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following **written notification** is provided to:

Parent or Guardian or Youth: \_\_\_\_\_

After receiving your request for enrollment or school selection for the student(s) listed above, **we hereby provide notice that the request is denied. The reason for this determination is the following:**

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

The school district hereby notifies the parent or guardian of the student or the unaccompanied youth of the following rights:

- The student has the right to **enroll immediately** in the requested or preferred school pending full resolution of the dispute.
- If the student(s) want to remain in the same school they were attending or the school they attended when they first became homeless, the student is **entitled to transportation** back to the prior school pending full resolution of the dispute if the placement (including any transportation involved) is feasible, reasonable and in the best interest of the student.

- **You have the right to appeal this decision.** You may do so by completing the second page of this notice (Complaint Form) or by contacting Pennsylvania’s McKinney-Vento Homeless state coordinator by phone at (717) 783-6468.
- The family/unaccompanied youth can challenge the school district’s decision by providing additional written material or by discussing the matter with the school, school district personnel, McKinney-Vento school district liaison or McKinney-Vento regional or site coordinator.
- The McKinney-Vento school district liaison can assist the family or youth in appealing the school district’s decision. A copy of Pennsylvania’s Homeless Children’s Initiative Complaint Form is attached.
- The family/youth can have an advocate or attorney handle the matter.
- You may also ask for help from the Commonwealth’s Office of General Counsel’s
- Dispute Resolution Program. This is a voluntary informal mediation process through which a trained impartial mediator helps parties reach a mutually acceptable resolution. Using mediation does not waive a family/youth’s right to file a lawsuit before or after the mediation. For more information go to:  
[http://www.ogc.state.pa.us/portal/server.pt/community/dispute\\_resolution/4415](http://www.ogc.state.pa.us/portal/server.pt/community/dispute_resolution/4415).

Name of school district’s homeless liaison involved in the decision:

\_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of McKinney/Vento regional coordinator consulted in making this determination:

\_\_\_\_\_

**I hereby confirm that I received this notice:**

\_\_\_\_\_

(Signature of parent, guardian or unaccompanied youth)