Education of Homeless Children and Youth
Written Notification of Enrollment Decision
Form 1

This form is to be completed by the District Homeless Education Liaison when an enrollment request is denied.

Date:  
Person completing form:  

In compliance with the McKinney-Vento Homeless Education Assistance Act of 2001, the following written notification is provided to:

Parent or Guardian:  
Student(s):  
Regarding Enrollment Request:  
After reviewing your request to enroll the student(s) listed above, the enrollment request is denied based upon the following:

You have the right to appeal this decision by completing the attached appeal form (Form 2) or by contacting the Royal School District’s District Homeless Liaison, Rebekah Roldan at Royal School District:
901 Ahlers Ave.; P.O. Box 486  
Royal City, WA  99357  
Telephone: 509-346-2256 Ext. 3510  
Fax: 509-346-9739

Please Note:
• The student(s) listed above have the right to immediately enroll in the school of residency or school of origin, pending resolution of the dispute.
• You may use the form attached to this notification to provide evidence to support your position.
• You may contact the State Coordinator for Homeless Education:
  Melinda Dyer  
  Program Supervisor  
  Education for Homeless Children and Youth  
  Old Capitol Building  
  P.O. Box 47200  
  Olympia, WA  98504-7200  
  Telephone: 360-725-6050
• You may seek the assistance of advocates or attorneys.

A copy of our state’s Dispute Resolution Process concerning enrollment for students experiencing homelessness is attached.

(KLM Revised 04/19/19)

Board of Directors: Justin Brown, Dan Miller, Craig Janett, Michael Noftle, Warren Small