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

**District Written Explanation Letter (Sample)**

(insert date)

(insert parent or guardian’s name)

(include address if available)

Re: (insert students’ names)

Dear (insert parent/guardian name),

Explain here the situation in detail regarding the decision made and the reasons for the decisions regarding enrollment, school selection, or eligibility.

EXAMPLE The McKinney-Vento status for {insert student name} has changed. Last year, your family was considered homeless under the McKinney-Vento Homeless Assistance Act. This allowed your children to attend their school of origin, even though it was outside of your current school district.

After reviewing your current living situation, it has been determined that your primary night-time residence is fixed, regular and adequate; no longer meeting the criteria for McKinney-Vento eligibility. Explain here how you arrived at this determination

NOTICE OF RIGHT TO APPEAL

You have the right to appeal the decisions made by (school district name) regarding your student’s eligibility and enrollment under the McKinney-Vento Homeless Assistance Act, reauthorized in 2015 by Title IV, Part A of Every Student Succeeds Act. Students involved in a McKinney-Vento dispute process have the right to enroll immediately in the school where they wish to attend pending resolution of the dispute. Immediate enrollment includes full participation in school and school activities.

If you would like to appeal the district’s decision outlined above, please send me, the district’s McKinney-Vento Homeless Education Liaison, a written notice of your intent to appeal within 10 business days of receipt of this letter. 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 moved 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, Paula Gumina, and a team of state level reviewers. She can be reached at 303-551-3851 or [Gumina\_p@cde.state.co.us](mailto:Gumina_p@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,

(Insert McKinney-Vento Liaison Name)

McKinney-Vento Homeless Education Liaison, (Insert School District)

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

E-mail:

Address:

Attachments:

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

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