

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

## 251-AR-0-FORM-1. PROCEDURAL SAFEGUARDS NOTICE OF DENIAL OF ENROLLMENT

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

Name and Title of School Employee Completing Form: \_\_\_\_\_

\_\_\_\_\_

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

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

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

Parent(s)/Guardian(s)/Youth: \_\_\_\_\_

Regarding Student(s)/DOB(s): \_\_\_\_\_

\_\_\_\_\_

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 the determination is the following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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The district hereby notifies the parent(s)/guardian(s) of the student or unaccompanied youth of the following rights:

1. The student has the right to enroll immediately in the requested/preferred school pending full resolution of the dispute.
2. If the student wants to remain in the same school s/he was attending or the school s/he attended when s/he 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.
3. Right to Appeal – Appeals may be initiated by completing the Enrollment Complaint To Pennsylvania Department Of Education’s State Coordinator For Homeless Children’s Initiative Form or by contacting Pennsylvania McKinney-Vento Homeless State Coordinator by phone at (717)-783-6468.
  - a. The complainant can challenge the district’s decision by providing additional written material or by discussing the matter with the school, district personnel, district liaison, or McKinney-Vento Regional or Site Coordinator.
  - b. The district liaison can assist the complainant in appealing the district’s decision.
  - c. The complainant can have an advocate or attorney handle the matter.
  - d. The complainant can request additional assistance from the Commonwealth’s Office of General Counsel’s Dispute Resolution Program, a voluntary informal mediation process through which a trained impartial mediator helps parties to reach a mutually acceptable resolution. 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). Using mediation does not waive the right to file a lawsuit before or after the mediation.

Name of the 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)

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

\_\_\_\_\_  
(Printed name of parent/guardian or unaccompanied youth)