



Student Enrichment, Training, Education, and Support Program (STEP)
Julie Harrison, Liaison

WRITTEN NOTIFICATION OF ENROLLMENT DECISION

To be completed by the school when enrollment is denied:

Date: _____ School: _____

Person completing form: Julie Harrison

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, the following written notification is provided to:

Parent/Guardian: _____

Student: _____

After reviewing your request to enroll the student(s) listed above, the request is denied. This determination was based upon:

You have the right to appeal this decision by completing the second page of this notice or by contacting Wilson County Schools' STEP Liaison, Julie Harrison, at 615-444-3282 or harrisonj@wcschools.com.

In accordance with the Tennessee State Plan, the next step in the appeal process is for the parent/guardian of the student to file the appeal form (page 2) with the Wilson County STEP Liaison. Once received, the appeal form will be submitted to the Director of Schools and a meeting will be scheduled with the Director of Schools or her designee and the parent/guardian to discuss the issue and arrive at a decision. Resolutions of disputes regarding eligibility shall be accomplished within five (5) school days. Disputes not resolved within five (5) school days are to be reported to the state coordinator for the education of homeless children and youth.

In addition:

- The student listed above has the right to immediately enroll in school pending resolution of the dispute.
- You may provide written or verbal documentation to support your position. You may use the form attached to this notification.
- You may contact the State Project Director for homeless education, contact information is attached.
- You may seek the assistance of advocates or attorneys.

WRITTEN APPEAL OF ENROLLMENT DECISION

To be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison, as an alternative to completing this form.

Date: _____ Student: _____

Person completing this form: _____

Relationship to student: _____

I may be contacted at: _____

I wish to appeal the decision made by: _____

School: _____

I have been provided with:

- A written explanation of the school's decision
- Contact information for the local homeless education liaison
- A copy of the State's Enrollment Dispute Resolution Process for students experiencing homelessness.

Optional: You may include a written explanation to support your appeal in this space or provide your explanation verbally.

The school provided me with a copy of this form when submitted. _____ (Initial)

A copy of Tennessee's Enrollment Dispute Resolution process for students experiencing homelessness is attached.

Tennessee State Plan:

A description of procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youth:

Any dispute regarding the educational placement of a homeless child or youth shall be reported to the LEA school board office, where a record of the dispute should be made and referred to the homeless education coordinator. LEA officials should review the State Plan and the *McKinney-Vento Homeless Education Act*. LEA officials should also review the LEA Assurances to the Tennessee Department of Education regarding the removal of barriers to enrollment, school selection, and the provision of comparable services.

All parties (principals, homeless coordinators, child's parent/guardians, social worker, and youth involved) shall meet, discuss the issue, and arrive at a decision. Resolutions of disputes regarding educational placement shall be accomplished within five (5) school days. Disputes not resolved within five (5) school days are to be reported to the state coordinator for the education of homeless children and youth.

The state coordinator will then take the necessary action to promptly resolve the dispute in accordance with the *McKinney-Vento Homeless Education Act*. The child/youth must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute. The parent/guardian must be provided with a written explanation of the school's decision on the dispute and shall have the right to appeal the decision.

Tennessee State Contact for Homeless Education:

Justin Singleton

McKinney-Vento Coordinator

(615) 253-3101

Justin.Singleton@tn.gov