

# HUNTINGDON SPECIAL SCHOOL DISTRICT

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PO BOX 648  
HUNTINGDON, TN 38344  
TEL. (731) 986-2222 \* FAX (731) 986-4365

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## Written Notification of Homeless Resolution Dispute Decision

**This form will be completed by the District Homeless Liaison or his/her designee when a disagreement arises between the school and a parent, guardian, or unaccompanied youth over McKinney-Vento eligibility, school selection, or enrollment in a school.**

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

Name of Person Completing the Form: \_\_\_\_\_

Title of Person Completing the Form: \_\_\_\_\_

Name of School: \_\_\_\_\_

In compliance with 42 U.S.C. § 11432(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Name of Student(s): \_\_\_\_\_

After reviewing your request regarding eligibility, or school selection or enrollment in a school for the student(s) above, the request is denied. The determination is based on:

You have the right to appeal this decision by completing the second page of this form or by contacting the district homeless liaison.

Name of Local Homeless Liaison: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

In addition:

- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school. You may use the form attached to this notification to appeal the decision made by the district homeless liaison to the district director of schools.
- A copy of the Tennessee McKinney-Vento Dispute Resolution State Process is attached.

**Written Notification of Decision  
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**This form will be completed by the parent, guardian, or unaccompanied youth when an appeal to the local director of schools is required. This form will be provided to the district homeless liaison for tracking purposes and will be forwarded to the director of schools.**

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

Student(s): \_\_\_\_\_

Person Completing form: \_\_\_\_\_

Relation to student(s): \_\_\_\_\_

I may be contacted at (phone or e-mail): \_\_\_\_\_

I wish to appeal the enrollment decision made by: \_\_\_\_\_

Name of School: \_\_\_\_\_

I have been provided with (please check all that apply):

\_\_\_\_\_ A written explanation of the district homeless liaison's decision

\_\_\_\_\_ The contact information of the school district's director of schools

\_\_\_\_\_ A copy of the Tennessee Dispute Resolution Process

Please provide an explanation in the space below to support your appeal. If you need additional room, please attach extra pages as necessary. Also, you may provide your explanation verbally if preferred:

The district homeless liaison provided me with a copy of this form when I submitted it.

\_\_\_\_\_ (Please Initial)