

**PROGRAMS FOR HOMELESS STUDENTS**  
*(Notification of Eligibility, Enrollment or Placement of Homeless Students)*

This form is intended to provide notice and explanation of the district's decision on \_\_\_\_\_'s [student's name] eligibility for homeless services, enrollment or placement.

**Eligibility Determination**

The district has determined that \_\_\_\_\_ [student's name]  
 **Is**  **Is Not** eligible for homeless student services. The following is an explanation of the district's decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In making the above decision, the district considered the following options: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If applicable*, the reasons any of the above options were rejected are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The district considered the following other factors and information relevant to the district's decision including, but not limited to, the relevant facts, interviews of witnesses and other relevant evidence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Enrollment/Placement Determination**

\_\_\_\_\_ [student's name]  **Will**  **Will Not** be allowed to enroll in the Riverview Gardens School District. The district has determined it would be in

\_\_\_\_\_ 's [student's name] best interest to be educated at \_\_\_\_\_ [school]. The following is an explanation of the district's decision: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In making the above decision, the district considered the following options: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If applicable*, the reasons any of the above options were rejected are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The district considered the following other factors and information relevant to the district's decision including, but not limited to, the relevant facts, interviews of witnesses and other relevant evidence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Right to Appeal**

If you so choose, you have the right to appeal this decision in the following manner:

1. If you do not agree with the district's decision regarding the eligibility, enrollment or placement of your student, you should contact the district liaison or other appropriate school official to obtain a copy of the district's policy on the education of homeless students and the district's process for resolving disputes, including the standard state complaint resolution process.
2. The district liaison serves as a coordinator between the homeless student and the school your

child attends. The liaison will assist you in ensuring that your enrollment or placement dispute is mediated in accordance with law.

3. Every effort will be made to resolve your dispute at the district level. The district liaison will assist you in obtaining relevant district policies addressing the education of homeless students and will review them with you.
4. If, after meeting with the district liaison, your dispute is not resolved, you may file a written complaint to the district liaison for further review.
5. The written complaint must include the following:
  - ▶ A request that a written proposed resolution of the dispute or plan of action be provided within five business days of the date the complaint was received by the district liaison.
  - ▶ A request that a review of the proposal or plan of action with the district liaison shall follow.
6. If your dispute is not resolved after meeting with the district liaison, you may forward your complaint to the superintendent for review. The superintendent will meet with you to discuss the dispute. The superintendent must provide you with a written resolution within five business days of the date of the discussion.
7. If your dispute is not resolved after meeting with the superintendent, you have the right to take your dispute before the Board of Education for resolution.
8. If your dispute is not resolved after meeting with the Board of Education, you may bring your dispute to the Missouri Department of Elementary and Secondary Education (DESE). Your complaint must be in writing and must be signed by you. The district liaison will assist you in this process if needed.
9. When appealing to DESE, complaints must be addressed to:

State Homeless Coordinator  
Federal Discretionary Grants  
P.O. Box 480  
Jefferson City, MO 65102-0480

The complaint must include the following:

- ▶ A detailed description of the dispute.
- ▶ The names and ages of the children involved.
- ▶ The name(s) of involved school district personnel and the district(s) they represent.
- ▶ A description of the attempts that were made to resolve the issue at the district level.

The state coordinator will work with the local liaison to ensure that the appeals process progresses smoothly between the local and state levels.

10. DESE will resolve the complaint within 30 days of receiving it and will inform you in writing of the decision.
11. If you disagree with the decision, you may, within ten business days, appeal the decision to the deputy commissioner of education. The appeal must be in writing and state why you disagree with the decision.
12. Within 30 days of receiving the appeal, the deputy commissioner will render a final administrative decision and will notify you in writing of the decision.

During the appeal of the district decision, the student shall be immediately enrolled in the school where enrollment is sought, and adequate and appropriate transportation will be provided pending the final resolution of the dispute.

**Language Assistance and Disability Accommodations**

Translators, interpreters and other support services shall be made available, without charge, to all parents/guardians or unaccompanied students who are English learners, who use a native language other than English or who need additional supports because of a disability. When possible, documents and other supports will be provided in the appropriate language.

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***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: 02/27/2018

School District of Riverview Gardens, St. Louis, Missouri