

**EDUCATION FOR HOMELESS CHILDREN**

**DISTRICT EXPLANATION OF DECISION  
RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT**

Instructions: The following form provides notice and explanation to a student’s parent/guardian or an unaccompanied youth regarding the District’s decision related to student eligibility, school selection, or enrollment.

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

Name of person completing form: \_\_\_\_\_

Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

In accordance with federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent/guardian: \_\_\_\_\_

Name of unaccompanied student: \_\_\_\_\_

Name of district and/or school requested: \_\_\_\_\_

District's placement decision (name of school): \_\_\_\_\_

Action(s) proposed/refused by the District related to eligibility, school selection, or enrollment:

The District’s determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

Other options that the District considered, if any, included the following options which were rejected for the following reasons:

Factors relevant to the District’s decision and information related to the eligibility or best interest determination including facts, witnesses, and evidence relied upon and their sources, if any:

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You have the right to appeal this decision to the Superintendent of the Culver City Unified School District. To do so, contact the District's Homeless Liaison listed below with the next 5 days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of their decision within 10 days.

If you are not satisfied with the Superintendent's decision, you may appeal to the Los Angeles County Office of Education (LACOE). If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The District Homeless Liaison can assist you with this appeal:

**CONTACT INFORMATION**

**District Liaison:** The district liaison is one of the primary contacts between families experiencing homelessness and school or district staff. The district liaison for homeless students is responsible for coordinating services to ensure that students experiencing homelessness enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

**District Homeless Liaison:** Veronica Montes  
**Address:** 4034 Irving Place, Culver City, California 90232  
**Phone number:** 310-842-4220 x 4201

**County Liaison:** If you appeal the District's decision to the Los Angeles County Office of Education, the District Liaison shall forward all written documentation and related paperwork to the homeless liaison at the count office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. The county liaison will notify you of the decision.

**LACOE Homeless Liaison:** Dr. Jennifer Kottke  
**Address:** 9300 Imperial Highway, Los Angeles, CA 90242  
**Phone number:** 562-922-6247

**State Coordinator:** If you appeal LACOE's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The State Coordinator will review the district, LACOE, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

**State Homeless Coordinator:** Leanne Wheeler  
**Address:** 1430 N Street, Sacramento, CA 95814  
**Phone number:** 1-866-856-8214

**RIGHTS:**

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.