

EDUCATION FOR HOMELESS CHILDREN

DISTRICT EXPLANATION OF ENROLLMENT DECISION

Instructions: The following form is to be used when the District has denied a parent/guardian's enrollment request.

Date: _____ Name of person completing form: _____
Title: _____ Phone number: _____

In accordance with federal law (42 USC 11432), this notification is being provided to:
Name of parent/guardian: _____
Name of student(s): _____
Name of district and/or school requested: _____
District's placement decision (name of school): _____

After reviewing your request to enroll your child in the Culver City Unified School District, your enrollment request has been denied. This determination was based upon:

You have the right to appeal this decision to the Superintendent of the Culver City Unified School District. If you are not satisfied with the Superintendent's decision, you may appeal to the Los Angeles County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The District Liaison for Homeless Students can assist you with this appeal:

Director of Pupil Services/District Liaison for Homeless Students
Name: Andrew Sotelo, 4034 Irving Place, Culver City, California 90232
Phone number: 310-842-4220 x 4201

Los Angeles County Office of Education Liaison
Name: Melissa Schoonmaker, 9300 Imperial Highway, Los Angeles, CA 90242
Phone number: 562-922-6897

You also have the following rights:

- Pending resolution of this dispute, your child has the right to immediately enroll in your school district of residence, and to participate in school activities at that school.
- You may provide written or verbal documentation to support your position. You may use the district's dispute resolution form. A copy of the dispute resolution form can be obtained from the district's liaison for homeless students.
- You may seek the assistance of advocates or attorneys to help you with this appeal.