

# San Dieguito Union High School District

## Education for Homeless Children

E 6173

### Instruction

Exhibit 1

#### 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 the federal McKinney-Vento Homeless Assistance Act, this notification is being provided to either:

Name of parent(s)/guardian(s): \_\_\_\_\_

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

School requested: \_\_\_\_\_

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

Description of action(s) proposed/refused by the district related to eligibility, school selection, or enrollment, including an explanation of why the action(s) is proposed/refused:

\_\_\_\_\_

\_\_\_\_\_

The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence:

\_\_\_\_\_

\_\_\_\_\_

Other options the district considered, if any, 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 the 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 district Superintendent. To do so, contact the district's homeless liaison listed below within the next **5** days to request a Dispute Form. You may provide written or oral 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 the decision within **5** days.

If you are not satisfied with the Superintendent's decision, you may appeal to the San Diego County Office of Education (SDCOE). If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education (CDE). The district's homeless liaison can assist you with this appeal.

#### CONTACT INFORMATION:

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

Name of district's homeless liaison: Laura Strachan, Director of Pupil Services  
Address: 710 Encinitas Blvd., Encinitas, CA 92024  
Phone number: (760) 753-6491

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

Name of County Office of Education homeless liaison: Susie Terry  
San Diego County Office of Education  
6401 Linda Vista Road  
San Diego, CA 92111  
(619) 683-9340 Ext.  
33030

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

Name of state homeless coordinator: Leanne Wheeler  
California Department of Education  
1430 N Street  
Sacramento, CA 95814  
(866) 856-8214

**RIGHTS:**

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

(7/05) 10/16

**Board Adopted: September 19, 2019**

**Revised: June 23, 2022**