

**Directions for Completing the McKinney-Vento Act
Written Explanation of Eligibility or School Selection or Enrollment Dispute Decision**

Under the McKinney-Vento Act (MVA) as amended by the *Every Student Succeeds Act* (Title IX, Part A, of P.L.114-95), issues may be disputed and must be documented with a written explanation whenever there is a disagreement between the school and a parent or guardian or unaccompanied homeless youth (UHY) who is seeking MVA rights and services:

- Eligibility –a parent or guardian or UHY claims homelessness, per s.725(2), and the school disputes that the living situation meets the McKinney-Vento definition; and
- School Selection or Enrollment – per s.722(g)(3)(A)(ii) and (iii), the parent, guardian or UHY and school disagree about which school the student should attend:
 - a school of origin;
 - the school of residency; or
 - another school that students in the attendance area are eligible to attend.

The written explanation form provides the basic information that should be included. To complete the form:

- Check the box for confirming the dispute of eligibility or school selection or enrollment (only one box can be checked).
- Add the name of the person to whom you are providing the explanation and the student(s) included in the decision.
- Explain the reasoning for the determination. For the dispute of eligibility, explain why the living situation does not meet the MVA definition, including any facts, witnesses and evidence relied upon and their sources. For a dispute of school selection or enrollment, explain which placement is in the student's best interest.
- Include a date by which the parent, guardian or UHY must notify the liaison that an appeal is desired. This should be based on your local dispute resolution process.
- Provide the name and contact information for the liaison and the person completing the form, if different.
- If the parent or guardian or UHY has access to email, the notice should be provided electronically and followed by a written explanation provided in person or sent by mail.

This form can be modified to ensure that all decisions and notices are drafted using language and formatting appropriate for low-literacy or limited-vision readers, individuals with disabilities, and English language learners.

When the liaison receives an appeal, provide the local dispute resolution process and the appropriate state dispute resolution process to the parent, guardian or UHY. If the appeal is done verbally, complete the second page of the McKinney-Vento Act Written Explanation of Eligibility or School Selection or Enrollment Dispute Decision form for the person appealing. Provide the state coordinator with copies of the written explanation and appeal, subsequent correspondence, and a copy of the LEA's school choice policy, if the "Another school" box is checked, to ensure the state coordinator has the information needed to assist should the decision be appealed to the state level.

School District/LEA's Name
McKinney-Vento Act
Written Explanation of Eligibility or School Selection of Enrollment Dispute Decision

Date of School District/LEA's Determination: _____

This notice is provided to:

Name of Parent, Guardian or Unaccompanied Homeless Youth (UHY): _____

Names of Student(s) for this determination: _____

In compliance with s.722(g)(3)(B)(iii) and 722(g)(3)(E) of the McKinney-Vento Act (MVA) as amended by the *Every Student Succeeds Act* (Title IX, Part A of P.L.114-95), the following written notification addresses denial of a request for (check one):

- ☐ Eligibility: The student's living situation does not meet the homeless definition in the MVA for related services and benefits.
- ☐ School Selection: The school or school district determined that immediate enrollment in the following school is not in the best interest of this child or youth (check one):

Name of school of origin: _____

Name of school of current residency: _____

Name(s) of other school(s) that students in the attendance area are eligible to attend:

This determination was based upon:

Determination Implementation Date: _____

You have the right to appeal this decision to the school district's homeless liaison. To initiate the dispute process, submit the second page of this notice to the school district's homeless liaison or contact the liaison by phone on or before the Determination Implementation Date noted above. The liaison will provide you with the details of the dispute resolution process, once an appeal is made.

Homeless Liaison's Name: _____

Title: _____

Phone Number: _____ Email: _____

Person Completing Form: _____

Title: _____

School: _____ School District: _____

A copy of this form was provided to me: _____

Signature of Parent, Guardian or UHY

Date

School District/LEA's Name
McKinney-Vento Act
Written Explanation of Eligibility or School Selection of Enrollment Dispute Decision

If you disagree with this determination:

- Make an appeal to the school district's homeless liaison verbally or in writing, exercising the listed student's right to enroll immediately in the school of selected by the parent, guardian or UHY (based on options provided in the MVA), pending resolution of the dispute.
- Explain your disagreement verbally or in writing by completing this form.
- Notify the homeless liaison if you are an English language learner, use a native language other than English, or need additional support because of a disability.
- You may seek the assistance of others in explaining your case.
- You may contact the Florida Department of Education State Coordinator for the Education of Homeless Children and Youths at 850-245-0479 or FLMVP@fldoe.org to discuss this determination.

The information below should be completed by the parent or guardian, or unaccompanied homeless youth, with assistance, if necessary, to begin an appeal if there is disagreement with the determination.

This information may be shared by completing this form or speaking with the homeless liaison.

1. Date the homeless liaison was contacted to initiate the appeal: _____
☐ by phone ☐ in person ☐ by email ☐ dropped off at the liaison's office
☐ other (explain): _____
2. Name(s) of Student(s): _____
3. Person Completing Form: _____
4. Relationship to Student(s): _____
5. I may be contacted at (phone or email): _____
6. I wish to appeal the decision made by _____ (name of school or program).
7. I have been provided with (check all you have received):
☐ a written explanation of the school placement determination
☐ contact information for the local homeless liaison
☐ information about the MVA appeals process
8. Provide a written explanation in this space to support your appeal (attach additional pages, if necessary):

Respectfully submitted,

Signature of Parent, Guardian or UHY

Date

McKinney-Vento Act Best Interest Determination for School Placement Worksheet

Name(s) of Student(s): _____ Date: _____

Name of Parent or Guardian: _____ Phone #: _____

Address: _____

Person completing the worksheet: _____ Phone #: _____

Individuals consulted while making this best interest determination for school placement: _____

Housing Stability: Housing History Table

1. What is the history of student's housing? When was housing originally lost? What were the circumstances? What are the barriers to maintaining housing; (e.g., history of evictions, multiple doubled-up arrangements)?	
2. Based on the knowledge of the family's or unaccompanied homeless youth's (UHY) situation, how long is it likely that the family or youth will remain at the current residence?	
3. What is the likelihood that this family or UHY will once again establish residency in the attendance area of the school of origin?	

Education Stability: Education History Table

Prior School(s) and School District(s)	Grade Level(s)	Dates of Attendance	Living Arrangement at the Time

Placement Determination/Preference Table

	Placement Determination/Preference	Rationale
School and LEA		
Parent or Guardian or UHY		

If, after considering this information, a disagreement on school placement remains, conduct a full best interest analysis.

Checklist for Comparing School Selection Options for Homeless Children and Youth

In each row of the table below, check the box that best reflects the circumstances of the child or youth. At the bottom of the form, and on the back if necessary, provide details for the best interest profile. Share the completed checklist with the parent, guardian or UHY and answer their questions.

School of Origin (SOO) Considerations		Other MVA-Eligible School Considerations	
☒	Presumption that remaining in SOO is in student's best interest.		
☐	Parent prefers to enroll student in the SOO.	☐	Parent prefers to enroll student in zoned school.
☐	Student attended the SOO for at least one full school semester.	☐	Student attended the SOO for less than one full school semester.
☐	School year is in the 2nd semester.	☐	School year is in the 1 st semester.
☐	Student has siblings who are enrolled in the SOO.	☐	Student has siblings who are enrolled in the zoned school.
☐	Student has strong, positive peer attachments.	☐	Student has few positive peer attachments.
☐	Student has strong attachments to teachers or other school staff.	☐	Student has poor or few attachments to teachers or other school staff.
☐	Student has a record of good academic performance at SOO.	☐	Student has a record of poor academic performance at SOO.
☐	Student has a record of less than 10% days absent at SOO.	☐	Student has a record of more than 10% days absent at SOO.
☐	Student has a record of no or low discipline incidents at SOO.	☐	Student has a record of moderate or frequent discipline incidents at SOO.
☐	School curricula are different or at a significantly different pace at zoned school.	☐	School curricula are the same or similar and at a similar pace at SOO.
☐	Zoned school does not offer all classes student needs to graduate, but SOO does.	☐	Zoned school offers classes student needs to graduate.
☐	Student is involved in special programs at the SOO that are not offered at the zoned school.	☐	Student is involved in special programs at the SOO that are also offered at the zoned school.
☐	Student has a record of low housing stability.	☐	Student has a record of high housing stability.
☐	Estimated travel time is within state age-adjusted standards.	☐	Estimated travel time is longer than state age-adjusted standard.
☐	Specific safety concerns exist related to zoned school attendance.	☐	Specific safety concerns exist related to continued SOO attendance.

Notes:

Student Housing Questionnaire (Sample)

The answers to this housing questionnaire help in determining eligibility of services that may be provided through the federal McKinney-Vento Act, 42 U.S.C 11435. For more information, contact the [name of district McKinney-Vento Act liaison] at [phone number, email, and/or web address].

School: _____ Date: _____

1. Where are you and your family currently staying at night? (only check one box):

- ☐ Rent or own my own house, condo, apartment or other permanent residence
- ☐ Living with someone else by choice in a house or apartment that properly accommodates all residents
- ☐ Staying somewhere temporarily

Temporary living situation (only check one box):

- ☐ We are temporarily staying with another family member or friend
- ☐ We are staying in a motel or hotel
- ☐ We are sleeping in a vehicle or staying in a trailer park or campground, or in an abandoned building, or other substandard housing
- ☐ We are staying in an emergency or transitional shelter
- ☐ If the above do not apply, describe where the student most recently spent the night: _____

Cause of temporary living situation (only check one box):

- ☐ Economic hardship or other circumstances that resulted in foreclosure, eviction, or inability to obtain a residence at this time
- ☐ Lost our housing due to a Natural Disaster (hurricane, flood, fire, etc.) and have no place else to go
- ☐ Lost our housing due to a Manmade Disaster (mold, poison gas release, domestic violence, etc.) and have no place else to go
- ☐ Recently moved to the area and are looking for a place to buy or rent
- ☐ Recently sold residence or lease ended and looking for a place to buy or rent
- ☐ Repairing or remodeling current residence
- ☐ If the above do not apply, describe the cause of your temporary living situation: _____

The enrolling student is (check one):

- ☐ Staying with a parent or legal guardian
- ☐ Not staying with a parent or legal guardian, but staying with an adult that is not a parent or legal guardian
- ☐ Not staying with a parent or legal guardian and not staying with an adult who is acting as the student's parent as defined in s. 1000.21(5), Florida Statutes.
- ☐ Other (explain): _____

NOTES: