

_____, McKinney-Vento Liaison

School Name

School Address

School Address

date

Dear _____,

My child/legal ward, _____, is a _____ grade student at _____
school in _____ school district.

For the following reasons, I believe my child’s housing is not “fixed, regular, and adequate”
and designate _____ school district as their “district of attendance.” _____

I remind the district that children in temporary housing may stay in their designated district until *the end of the school year* in which they obtain permanent housing. *See* 8 N.Y. Educ. Law § 3209(2)(c)(3); N.Y.C.R.R. § 100.2(x)(2)(vi). And any child who secures permanent housing during the school year before their “terminal year” in a building may stay through the end of the following school year as well. *See id.* Under state law, the school year starts on July 1 and ends on June 30. *See* N.Y. Educ. Law § 2(15).

Under state and federal law, if the district disputes my child’s eligibility, it must provide me with a written explanation of its decision and give me 30 days to appeal the decision. *See* 42 U.S.C. § 11432(g)(3)(E); N.Y. Educ. Law § 3209(5); 8 N.Y.C.R.R. § 100.2(x)(4)(iii)(c). It also must immediately enroll my child and provide transportation until the appeals process is complete. *Id.*

Please contact me at your earliest convenience to discuss this matter. It is my sincere hope that my child may continue at district, as the law requires and as I, in consultation with my child’s robust support team, have determined is in my child’s best interest.

Sincerely,

Parent Name

Parent Phone

Parent Email