



# Karns City Area School District

1446 KITTANNING PIKE  
KARNS CITY, PENNSYLVANIA 16041  
(724) 756-0521  
FAX: (724) 756-2121

## WRITTEN NOTIFICATION FORM

This form should be completed by a school administrator or Homeless Liaison when the parent's/guardian's request to return to the school of origin is denied. Fax completed form to the HEP office at 724-445-2776 and give original to the parent/guardian along with Dispute Resolution Form.

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

Name and Title of Person Completing Form: \_\_\_\_\_

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act of 2001, the following written notification is provided to:

Parent/Guardian: \_\_\_\_\_

Student(s): \_\_\_\_\_

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

**Please have parent/guardian sign and date below to indicate that they received a copy of this form.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

- You have the right to appeal this decision by completing the attached Dispute Resolution Form or provide your explanation verbally to the district's Homeless Liaison: Shane M. Spack at 724-445-3680
  - Resolution by the Homeless Liaison will be made within 7 business days of receipt of Dispute Resolution Form.
  - If the matter is not resolved at that level, the Superintendent shall issue the District's decision within 10 business days of the second dispute by parent/guardian.
  - If the matter is not resolved at that level, the parent/guardian may appeal this decision by contacting the Pennsylvania Department of Education Homeless Education Coordinator (see contact information below).
- The student listed above has the right to enroll immediately in the requested school, including full participation in all school activities pending resolution of the dispute.
- You may contact the state coordinator if further help is needed:
  - State Coordinator for Homeless Education
  - Pennsylvania Department of Education
  - Office – 717-783-6466
- You may seek the assistance of advocates or attorneys.