Date

RE: Best Placement Decision Letter

Dear Liaison/School District:

I am writing to appeal the school placement decision of School District within the allotted 5 days.

According to the McKinney-Vento Homeless Assistance Act, a homeless  
child or youth has the right to attend the school of origin or the local attendance area  
school, according to the **best interest of the child**.

The school of origin is defined as the school that the child or youth attended when permanently housed OR the school in which the child or youth was last enrolled. The local attendance area school (local school) is defined as: any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

According to the U.S. Department of Education, a Local Education Agency may consider the following factors in making a best interest determination: the age of the child or youth; the distance of a commute and the impact it may have on the student’s education; personal safety issues; a student’s need for special instruction (e.g., special education and related services); the length of anticipated stay in a temporary shelter or other temporary location; and time remaining in the school year.” (Education for Homeless Children and Youth Program Non-Regulatory Guidance, July 2004).

I believe that the School of Residence/School of Origin is the best placement due to the following reasons:  
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You have the right to appeal this decision. To do so, please send an email or letter to Liaison Name and Contact Information alerting us to the appeal within 5 business days. During the dispute, the student(s) have the right to attend the school preferred by the parent / student.

I expect to receive a written proposed resolution within 5 business days

Sincerely,