

## Appendix J-8. Sample Determination Template for Parent When Not a McKinney-Vento Issue

Parent/Guardian/Youth

Address

Date

Dear

This letter is in response to your contact with my office on date, requesting McKinney-Vento assistance for *student's name* in *school/school district*. You requested (explain request)

This request is not addressed as a requirement of the McKinney-Vento Education for Homeless Children and Youth (EHCY) program. There may be other avenues that can be explored to meet your request.

- This appears to be a special education issue. You may wish to contact \*\*\*list the state contact for IDEA compliance, the state's parent ombudsman, or special education technical assistance\*\*\*\*
- Your request may be appealed through the school district's normal appeal process. *Liaison's name*, should be able to connect you with the proper central office staff.

Should you have further questions, please feel free to contact my office.

Sincerely,

cc: Local homeless education liaison