



**Dawson County Schools**  
**28 Main Street**  
**Dawsonville, GA 30534**  
Dr. Damon Gibbs  
*Superintendent*

## 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 706-265-7252 and give original to the parent/guardian along with Form Dispute Resolution Form; page 2.

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 have 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 Liaisons:  
Beverly Maloney 706-265-1244 x 1736
  - 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 Georgia 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  
Georgia Department of Education  
Office - 404-656-2004  
FAX - 404-651-9111
- You may seek the assistance of advocates or attorneys.