



# Notification of Denial Request for Enrollment/Continued Enrollment

Frederick County Public Schools  
Department of Student Services  
191 South East Street  
Frederick, Maryland 21701

FCPS Form 400-55F2  
[Regulation 400-55](#)

March 2023

Clear Form

To be completed by the receiving school when an enrollment request is denied for a homeless student.

Date Submitted

Person Completing Form	Title
School	

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

Parent or Guardian

Student(s)	

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

You have the right to appeal this decision by completing the attached **Notification of Appeal** form within 10 calendar days after receipt of this notification **and** by contacting the: **Homeless Education Program Administrator**  
Frederick County Public Schools  
301-644-5290

**Please provide written documentation to support your position. Use the attached Notification of Appeal form.**

- In addition:
- \* The students listed above have the right to immediately enroll in the school of choice pending resolution of the dispute.
  - \* The student will be provided with transportation by the school system to and from the school chosen by the parent during the dispute resolution process.
  - \* You may seek the assistance of advocates or attorneys: **Legal Aid: 301-674-7414**  
**MD Volunteer Lawyers Service: 1-800-510-0050**
  - \* You may contact the state homeless education coordinator: **State Homeless Education Coordinator**  
Maryland State Department of Education  
410-767-0314

A copy of the Enrollment Dispute Resolution Process for students experiencing homelessness is attached.

**Distribution:** Please provide a copy to the parent/guardian/caretaker and fax this form to the Homeless Education Program Administrator 301-644-5290