



# Notification of Appeal of Denial Request for Enrollment/Continued Enrollment

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

FCPS Form 400-55F3  
[Regulation 400-55](#)  
March 2023

Clear Form

To appeal a decision regarding registration of a homeless student, the parent, guardian, caretaker, or unaccompanied you should:

1. **Contact the Homeless Education Coordinator at 301-644-5290**
2. **Within 10 days after receipt of Notification of Denial**, complete and FAX this form to:  
The Homeless Education Coordinator at 301-644-5020 or,  
mail a copy to: Homeless Education Program Administrator Frederick County Public Schools  
191 South East Street Frederick, MD 21701-5918

*Date Submitted*

<i>Student(s)</i>	
<i>Person Completing Form</i>	<i>Relationship to Student(s)</i>
<i>Phone</i>	<i>Email Address</i>
<b><i>I wish to appeal the enrollment decision made by:</i></b>	
<i>School Official</i>	<i>School</i>

*I have been provided with:*

- A written explanation of the school's decision. (Notification of Denial of Enrollment Request)*
- Contact information for the local homeless education coordinator.*

***Please include a written explanation below to support your appeal.***

*If the local liaison is unable to resolve this dispute, you may appeal in writing to the: **Superintendent**  
**Frederick County Public Schools**  
**191 South East Street**  
**Frederick, MD 21701-5918***

*You may also contact the **State Homeless Education Coordinator** at 410-767-0945.*

*The school provided me with a copy of this form when submitted. (Initial)*