

Sample End of Year Letter for Parents

[YOUR DISTRICT LETTERHEAD]

Dear Parent/Guardian/Unaccompanied Youth:

During the 20XX/20XX school year, your child(ren) received services under the McKinney-Vento Homeless Assistance Act. In an effort to help you transition into the upcoming school year, we have included some information below. ***Please feel free to call, write, or email if you have questions.*** (Liaison name and contact information here.)

If you believe that your child(ren) is still eligible for McKinney-Vento services at the beginning of the new school year you may request that your child(ren) remain in their school of origin for the next school year. Transportation services will continue. School staff can help you with this process if your child continues to meet the Federal definition of homelessness under the McKinney-Vento Homeless Assistance Act. If you prefer, you may enroll your child in their neighborhood school. Please note that students experiencing homelessness will continue to receive the same rights and protections under the federal McKinney-Vento Act, even if schools open with altered schedules in the fall due to the COVID-19 crisis.

If you found housing during the school year and continued to send your child to their school of origin until the end of this school year; **or** if you found permanent housing over the summer, please remember to enroll your child(ren) in their neighborhood school prior to the beginning of the new school year. You may also have school choice options available. If you need assistance with enrollment information or finding the new school's contact, please give us a call and we can assist you.

As summer comes to an end, school district staff will attempt to contact you to discuss these options. Please be sure that your contact information is current with school staff. If you do not hear from us, or if your contact information changes, please let school staff know that you would like to discuss the McKinney-Vento program with the school district's Homeless Liaison. Good communication with the school district McKinney-Vento liaison is critical to ensure that your child(ren) receives the appropriate services and supports to successfully enroll and engage in school.

Again, if you have any questions or concerns regarding your child(ren)'s eligibility for services under the McKinney-Vento Homeless Assistance Act, please feel free to call, write, or email. We will be happy to assist you in any way possible.

Sincerely,

McKinney-Vento Homeless Liaison



Washington Office of Superintendent of
PUBLIC INSTRUCTION