



**ADE Transportation Notification Sample Letter
(10th Occurrence)**

Date:
Parent/Legal Guardian/Caregiver/Unaccompanied Youth:
Address:

Dear Parent/Legal Guardian/Caregiver/Unaccompanied Youth,

On (Enter Date), District Name determined your child(ren) qualified for eligibility under the provisions of the McKinney-Vento Homeless Assistance Act. At the time of eligibility, the primary nighttime residence was not located in your child(ren)'s school of attendance boundaries.

During our initial interview, our office evaluated your request for school of origin enrollment and request for transportation by utilizing the Best Interest Determination (BID) process. Items considered included the age of the child(ren), the impact the commute may have on the child(ren)'s education, attendance, and personal safety issues.

When choosing the school a child experiencing homelessness should attend, the choice must be made "according to the child's or youth's best interest." When choosing the school a child experiencing homelessness should attend, the choice must be made "according to the child's or youth's best interest" (42 U.S.C. §11432(g)(3)(A)).

As of today, your child(ren) has not utilized transportation on 10 separate occasions, and you have not notified our office. At this point, it is necessary to schedule a BID meeting. During this meeting, we will gather information to make a collective decision regarding continued enrollment at school of origin. Dependent upon the outcome of the meeting, we may request you enroll your child(ren) at their school of residency. Following the decision, you will have the right to file a dispute resolution request. We will provide additional information in the case you decide to take this route.

Please note, our district has suspended transportation until after the BID meeting. We are prepared to offer you a different mode of transportation in the interim (i.e., bus passes, mileage reimbursement, or gas vouchers).

Please contact our office at your earliest convenience to further discuss.

Thank you for your attention to this important matter.

Respectfully,

McKinney-Vento Homeless Liaison
District
Phone
Email Address

Enclosure: Transportation Agreement