

Date:

RE: McKinney-Vento Act “Homeless Child” Request for Help

Address where child is currently staying:

Address where child was staying before becoming “homeless”:

Desired school:

Principal of child’s school:

Child’s name, DOB, Grade:

Dear _____ (principal):

_____ (name of child) is/are “homeless” under the McKinney-Vento Act and protected by its terms. **(Choose one):**

<input type="checkbox"/>	The child can attend this school because it is where they attended before (the “school of origin”).
<input type="checkbox"/>	The child can attend this school because it is near where they are staying now.

I do not need to apply for open enrollment, nor present complete enrollment paperwork such as proof of residency. I am also asking for help with: **(choose multiple)**

<input type="checkbox"/>	IEP	<input type="checkbox"/>	504 Plan
<input type="checkbox"/>	School breakfast and lunch	<input type="checkbox"/>	Sports team uniform
<input type="checkbox"/>	School uniforms	<input type="checkbox"/>	No Club or Sport Team fees
<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Copies of past school and immunization records
<input type="checkbox"/>	School supplies	<input type="checkbox"/>	Medical or dental appointment help
<input type="checkbox"/>	No school fees	<input type="checkbox"/>	Clothes and shoes for PE/gym
<input type="checkbox"/>	Help applying to college	<input type="checkbox"/>	No SAT or ACT test fee
<input type="checkbox"/>	Help for the child to learn English	<input type="checkbox"/>	Other:

If you have any questions or concerns, please contact me. You can reach me at _____.
Thank you for your cooperation.

Sincerely,

Parent Name:

This McKinney Vento Act letter was delivered by me, the parent/guardian, to

_____ on _____.
Name of School Person Who Received Date

Instructions for “Homeless” Child Request for Help Letter

1. Write the date you are completing and signing the letter
2. Fill in the address of the place the child is staying now and the address where the child was living before
3. Put in the name of the school you want the child to go and the Principal’s name
4. Fill in your child’s name, date of birth, and grade
5. Put in the Principal’s name
6. Choose ONE of the two boxes, and put in a check or x
7. Put a check or x next to as many boxes as you need.
8. Put in your phone number or email address or both.
9. Sign and then write your name
10. Deliver the letter, by hand, by email, by mail, or by fax. When you deliver the letter, fill in the name of the person you gave it to and the date you gave it.
11. VERY IMPORTANT: Keep a copy of the letter
 - a. You can take a photo of the letter on your phone and email it to yourself. Emailing it helps in case your phone gets lost, damaged, or erased.
 - b. You can keep a paper photocopy in your files.

*Advocates for Basic Legal Equality, Inc. and Legal Aid of Western Ohio, Inc. are non-profit law firms serving the civil legal needs of western Ohio’s low-income individuals and families. This information is not legal advice. It is general information. It is not a substitute for talking to a lawyer about your situation. You may still need help from a lawyer. *Last updated November 19, 2019*