

ENROLLMENT COMPLAINT LETTER

Parent's/Guardian's Name

Address

Contact Information

Principal's Name

School Name

School Address

Date: _____

Sent by fax to 717-214-4389 and/or email to mashington@pa.gov and/or via U.S. Mail

Monica Washington
School Services Unit
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126 - 0333

Re: Enrollment Dispute of _____ (child's name)

D.O.B. _____ (child's date of birth)

Dear Ms. Washington,

I am writing to complain that _____ School District is refusing to enroll the abovenamed student(s) or is otherwise violating 22 PA Code §11.11. The child's parent/guardian resides at _____, PA. As of today, this child has been out of school for approximately _____ days.

On _____(date), appropriate documentation was submitted to the District to establish the child's age, residency in the district, and immunizations. An Act 26 Statement or Parent Registration form regarding school discipline issues was also submitted. The District has refused to enroll this student because: (Check all that apply):

Proof of age, immunizations, residency, and the Act 26 form was found to be insufficient.

Specifically, I provided _____ but the District required _____

_____.

The District claimed I was not authorized to enroll the child. I am child's (check category):

Parent; Guardian; Foster Parent; Case Worker;

Caregiver with whom child resides _____; Other person with "charge or control" of the child _____.

Improper documents were required: (Check all that apply)

Photo identification; Social Security Number; Visa; Driver's License;

Court Order; Physical Exam; Dental Exam; Immigration Status;

Other: _____.

Although I supplied all required documentation, the school district has not enrolled this student within 5 business days. Specifically:

_____.

Although the current school district has requested the child's prior school records from _____ school district, these prior records have not been transferred, and the school is refusing to enroll the child on this basis.

I was unable to complete the enrollment process because I am not proficient in English, and the school did not provide appropriate interpretation and/or translation services.

The school district inquired into my/the child's immigration status. Specifically:

Although I meet the requirements to attend school as an emancipated minor, the school district is refusing to enroll me. Specifically:

Other Reason:
