**Sample End-of-Year Letter for Students Identified as McKinney-Vento Eligible**

*Note: Distributing an end-of-year letter to students identified during the school year as McKinney-Vento eligible is not required under federal or state law. Districts may choose to distribute end-of-year letters as a best practice and customize the sample letter below for this purpose. This sample letter was adapted from the Washington Office of Superintendent of Public Instruction.*

[PLACE ON YOUR DISTRICT LETTERHEAD]

<<Enter date>>

Dear Parent/Guardian/Unaccompanied Youth:

During the <<20XX/20XX>> school year, your child(ren) received services under the McKinney-Vento Homeless Assistance Act. To help you transition into the upcoming school year, we have included information below. Please feel free to call or email if you have questions. <<Enter local liaison name and contact information.>>

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. 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 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. Or, if your child(ren) is going to be a sophomore, junior, or senior in high school, they can continue attending their same high school even if you have moved to another area, if this is in their best interest. You also may have school choice options available. If you need assistance with enrollment information or finding the new school’s contact, please call or email us 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 school staff have your updated contact information. 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 homeless liaison is important to ensure that your child(ren) receives the appropriate services and supports to enroll and do well 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 or email. We will be happy to help you in any way possible.

Sincerely,

<<Add homeless liaison name>>

McKinney-Vento Homeless Liaison