

SCHOOL ADMISSIONS NOTICE OF DETERMINATION

SAMPLE LETTER

TO: (List Names of Parents, Guardians, Students, and if the application is made by someone other than the person in parental relationship, the name of the applicant.)

In accordance with the resolution of the Board of Education, I have been delegated to make determinations regarding the residency of students. After review of the application and the various other documents submitted to me (if there was a personal interview with anyone, add the following phrase, "and my interview with [here name the individual]").

- (a) I have determined that (the child's name) is not entitled to attend the public schools of the Horseheads Central School District because the child is not a resident of the district;
- (b) The basis of my determination is that the child is not a resident (here specify the details of the reasons);
- (c) The child will be excluded from attendance on (date);
- (d) Should you have additional information that might counter this initial determination, please contact my office in 3 business days.

This determination may be appealed to the Commissioner of Education in accordance with Education Law ss310, within 30 days of the date of this determination, and the procedures for taking such appeal may be obtained from the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234, or by calling (518) 474-5807.

Dated: _____

(Name)

Designee of the Board of Education

c: Clerk of the HCSD Board of Education
Building Principal
Approved: October 9, 2008
Administrative Council