

## 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 [mwashington@pa.gov](mailto:mwashington@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: \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

The District has violated 22 Pa Code 11.11, and I hereby request that the Department investigate and take appropriate corrective action. I understand that PDE will contact or fax a letter to the school district within five business days of receiving this complaint. Please send a copy of this letter to me. The school district then has five business days to respond.

Thank you very much for your prompt attention to this matter. Please acknowledge receipt of this letter by phone [or email if appropriate] and let me know if you need any additional information.  
Sincerely,

\_\_\_\_\_ (SIGNATURE)

(TYPE/PRINT NAME)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**KEEP A COPY OF THIS LETTER FOR YOUR RECORDS**