

Sent Via:  
Fax to ( ) \_\_\_\_\_  
U.S. Mail  
Hand Delivered

Principal/Designee's Initials: \_\_\_\_\_  
Date Received: \_\_\_\_\_

### REQUEST FOR IMMEDIATE ENROLLMENT OF FOSTER YOUTH

Date: / /

Principal: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_

**Re: Request for Immediate Enrollment of Foster Youth & Accounting for All Credits**

Student Name: \_\_\_\_\_ D.O.B.: / /  
Special Education Student

Dear Sir or Madam:

I am writing to request that (student name) \_\_\_\_\_ be immediately enrolled in school.

As you are aware, **the law requires that foster and homeless youth be immediately enrolled in school**, even without health, education, and immunization records, proper uniforms or clothes, and even if there are outstanding fees, fines or other items due to a school. See Cal. Educ. Code § 48853.5(d)(4)(B); McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435.

The law also requires that foster youth (and other youth) receive partial of full credit for work completed at all other schools and that a child's records from any old schools be requested and transferred to the new school within 2 business days. Cal. Educ. Code §48853.5(d)(4)(C). **To be certain that (student name) \_\_\_\_\_ receives all of his credits and the records from his old school, please immediately request those records and update the transcript to account for all of the credits.**

Thank you in advance for your prompt action regarding this request. If you have any questions, please feel free to call me at ( ) \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Student