

How are McKinney-Vento eligible students identified by schools?

- A. Newly registering students.
 - a. Self-identifying
 - b. Enrollment questionnaire
 - c. Inability to provide required documentation
 - d. Address provided is known transitional housing or shelter
- B. Attending Students
 - a. Self-identifying
 - b. Staff recognition
 - Teachers, Paras, nurses, guidance counselors, etc.
 - Bus Drivers
 - Food-service staff
 - c. Address change to shelter or transitional housing.
- C. Notification by Agency, Shelter or other.
 - a. CYA
 - b. Shelter
 - c. Other entity

General Procedures when student is identified

A. Immediate notification to LEA McKinney Vento Liaison.

It is critical to inform the liaison of **all** McKinney-Vento situations. Enrollment questions, Best Interest Determinations and communication with potential new schools should include the liaison.

- B. New Enrollment
 - a. Immediate Enrollment even if lacking required documentation
 - b. Request all records from previous school. (Use Liaison for assistance)
 - c. Review transportation if necessary
 - d. Complete McKinney-Vento Intake form.
 - e. Liaison will follow LEA procedures
- C. Attending Student
 - a. Review transportation if necessary
 - b. Complete McKinney-Vento Intake form
 - c. Liaison will follow LEA procedures

DISTRICT PROCEDURES FOR ENROLLMENT OF HOMELESS SCHOOL STUDENTS

1. When contact is received by the District's Homeless Liaison from school administration, District registration office, shelter, etc., the following procedures will be followed:
 - a. The District Liaison will facilitate the student's immediate enrollment in school;
 - b. Contact the School Administration/Child Accounting to list student as homeless;
 - c. Contact parent/shelter to discuss services;
 - d. Arrange for transportation;
 - e. Ensure teachers and staff receive necessary information to assess education needs;
 - f. Arrange for Title I, and all educational services (special ed., vo. tech, etc.);
 - g. Ensure student receives free breakfast/lunch;
 - h. Begin documentation of student information.
 - i. Refer student to appropriate school/district programs for support (SAP, Trauma-Informed, IST, Tutoring, Child Study, etc.)
 - j. Ensure all parties receiving information are aware of safety and confidentiality issues and that homeless information is covered under FERPA.
2. When necessary, contact Regional Homeless Coordinator to determine if other services are required, i.e., medical, vouchers for clothing, food/supplies, housing, etc.
3. Complete administrative responsibilities:
 - a. Include student information on District Homeless list;
 - b. Submit student listing with District Liaison's signature to Food Service Liaison and Federal Program Coordinator;
 - c. Ensure all needs and services are documented;

- d. If appropriate, review course of study, graduation/promotion requirements, determine if credit recovery is necessary due to homelessness; Act I eligible?
 - e. Coordinate with community service providers as needed.
- 4. If a student is deemed not eligible for McKinney-Vento services, the family must be notified in writing, and the Dispute Resolution process must be followed. The student must remain in the school of choice until the dispute is resolved. Consult with the Regional Coordinator if necessary.

Please note: The above information is a general guide. All LEAs must develop internal procedures based on existing structures within the district. Factors that must be considered include:

- a. Size of LEA
- b. Structure of McKinney-Vento Team
- c. District policies
- d. Needs of student and/or family