

LAKELAND SCHOOL DISTRICT

PROCEDURES FOR ENROLLMENT OF HOMELESS STUDENTS

When contact is received by the District's Homeless Liaison from a Homeless Children's Coordinator, school, shelter, teacher, parent, student, etc., the following procedures will be followed:

- 1) The District Liaison will facilitate the student's immediate enrollment in school or immediate status as homeless for previously enrolled students;**
 - a. Contact the school Administration, Technology Department and Guidance Counselors to list student as Homeless;**
 - b. Guidance shall Contact parent/shelter to discuss services;**
 - c. Arrange for transportation;**
 - d. Arrange for Title I, and all educational services (special ed., vo. tech, etc.;**
 - e. Arrange free breakfast/lunch;**

- 2) When necessary, contact Regional Homeless Coordinator to determine if others 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 Programs Coordinator;**
 - c. Provide annual training to school personnel and review District policy on all aspects of homeless identification, services, procedures, etc.**
 - d. Submit monthly reports to the Regional Homeless Coordinator as well as annual reports as needed.**