

Summary of Procedure for Identification and Enrollment of Students Experiencing Homelessness

Students identified as homeless after already enrolled in a school should be referred to the school counselor who will notify the Homeless Liaison and the school social worker.

Students identified as homeless during the enrollment process:

If there is no enrollment dispute, the data manager will e-mail the school counselor to notify him/her of the student and forward to the school counselor the Declaration for Missing Enrollment Documentation Form if not all documents are available at the time of enrollment.

In the event there is an enrollment dispute:

- The student who is homeless will be immediately enrolled in the school in which enrollment is sought by the parent, guardian or unaccompanied youth and the enrolling data manager will refer the parent to the school administrator, notifying the school administrator of the referral.
- The school administrator will pursue a resolution of the dispute, enlisting the assistance of the school counselor and school social worker as needed.
- The school's designated transportation/bus coordinator will contact the Transportation Department regarding the student's transportation needs and complete the Transportation Agreement.
- The school counselor and school social worker will assist the school administrator in investigating details to resolve the dispute, consulting with the Homeless Liaison as needed.
- The school counselor will submit to the school administrator the McKinney-Vento Homeless Assistance Act Declaration Form in addition to any other relevant information.
- Based on details of the investigation, the school administrator will make a decision on the student's enrollment that is in compliance with the McKinney-Vento Act.
- If the parent/guardian or unaccompanied youth would like to appeal the school's decision, the school shall assist the parent in notifying the Homeless Liaison who will assist in resolving the dispute

With all Students Experiencing Homelessness:

The enrolling data manager will forward the Declaration for Missing Enrollment Documentation Form to the school counselor if not all documents are available at the time of enrollment.

The school's transportation/bus coordinator will contact the Transportation Department regarding the student's transportation needs and complete the Transportation Agreement with the parent/guardian.

Students experiencing homelessness will be enrolled in the Free and Reduced Lunch program.

The school counselor will submit the McKinney-Vento Homeless Education student documentation form to the Homeless Liaison.

DECLARATION FOR MISSING ENROLLMENT DOCUMENTATION FORM

(PLEASE PRINT)

STUDENT NAME: _____ D.O.B. ___/___/___

MALE ___ FEMALE ___ SCHOOL OF ATTENDANCE: _____

The above-named student has been enrolled in school. The following documents are still needed to complete the enrollment process (check one or more if applicable):

- Proof of Residency (utility bill, letter from shelter, hotel/motel receipt, resident affidavit)
- Immunization/Health Records (records from school or social service, exemption form)
- Birth Certificate (birth certificate, baptismal record, passport, immigration certificate)
- School Records (telephone or fax from previous school)

Name of parent/guardian/other enrolling student: _____

Relationship to student: _____

How may we contact the parent/guardian? Telephone: _____

Address:

Street address City Zip Code

The above information is true and correct. I authorize Wilson County Schools to obtain any and all educational related records that will facilitate proper placement in the most appropriate educational setting for the above-named student.

Signature _____ Date _____

TRANSPORTATION AGREEMENT

Student Name: _____ Grade: _____ Birth date: _____

School: _____ Teacher: _____

Current Address: _____

Address History: _____

Phone: _____

Siblings at Same School:

Grade:

Birth date:

Siblings at Same School:	Grade:	Birth date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

District of Residence: _____

Transportation Plan:

Plan has been communicated to the family _____

Date

I agree to have my child on time and to attend school every day. I also agree to notify the district if our address or situation changes.	
Parent's Signature(s): _____	Date: _____
School/District Signature: _____	Date: _____

McKinney-Vento Homeless Assistance Act

Declaration Form

I declare that this family meets one of the following conditions for the McKinney-Vento Homeless Assistance Act: (Please check all that apply)

- Lack a fixed, regular nighttime residence
- Live with a friend or relative because they cannot afford housing (Doubled-up)
- Live in a motel / hotel
- Live in an emergency shelter, transitional shelter, or domestic violence shelter
- Live in a car, trailer, park, or campground
- Other _____

Name of Parent / Guardian _____

Address / Current Location: _____

Phone: _____ Emergency Contact: _____

Please list the full name of each child below and the corresponding school site

Student	Birth Date	School	Grade

Signature of School Counselor

Date

**WILSON COUNTY SCHOOLS
MCKINNEY-VENTO HOMELESS EDUCATION**

School Name: _____ Person Completing This Form: _____

School Code #: _____ School Year: _____

Student Number	Student First and Last Name	Mother Name	Father Name	Current Grade	Current Year Enrollment Date	Date identified as homeless	Any Special Classification (EC, ESL, etc.)	Residency Type*	Services from other Providers	Barriers**

**Examples of homeless residency types:*
Doubled Up (with another family due to hardship).
Hotel/Motel
Shelter
Unsheltered (cars, parks, campgrounds, etc.)
Unknown

***Barriers would be any conditions that made it more difficult for this student such as eligibility for homeless services, lack of previous school records, lack of medical records, legal guardianship issues, attendance issues, transportation issues, school selection issues, etc.*

Definitions of Homeless Children and Youth:
Share housing due to loss or hardship
Live in hotels, motels, campgrounds, shelters, etc.
Live in cars, parks, public spaces, abandoned buildings, substandard housing, etc.
Unaccompanied (not in physical custody of parent or guardian)

Submit this student identification form to the district Homeless Liaison as soon as a student is identified as homeless.

Bottom-line definition - LACK FIXED, REGULAR AND ADEQUATE NIGHTTIME RESIDENCE

Wilson County Schools
McKinney-Vento Homeless Education
Manifestation Determination Assessment Summary
(Consideration of suspension)

Student Birth date School
Current Educational Placement Identified Homeless

Alleged behavior resulting in this assessment:

Date of incident Today's Date

Was the conduct in question caused by, or did it have a direct or causal relationship to the student's homelessness? yes , no, Please explain

If it is determined that the behavior is related to the student's homelessness, what plan will be put in place to address the issues which led to the incident?

What resources will be put in place to assist the student and family?

Was the family a part of this assessment and plan?

If not, how will they be notified?

Date notified Notified by

If it is determined that the incident in no way was the behavior related to the student's homelessness, all relevant disciplinary actions may be applied unless there are other applicable statutory requirements.

Name of Person conducting assessment

Date