



Williamsburg Independent School District

Procedures to Identify Homeless Students and Families

1. Student residency questionnaire shall be included in all enrollment packets
2. Enrolling staff shall immediately refer homeless students and families to the School Registrar.
3. The School Registrar shall complete Homeless Worksheet with homeless families/guardians or unaccompanied youth to assess needs including transportation, academic needs and other essential needs such as food, clothing, and shelter.
4. School Counselor shall ensure academic needs of homeless students or unaccomplished youth are met, including expediting screening/testing, arranging for tutoring, etc.
5. The School Registrar shall refer the case to District Homeless Liaison.
6. District Homeless Liaison shall provide guidance to School Registrar regarding enrollment coding, shall notify FRYSC of homeless status, and if needed shall submit a transportation request to the Transportation Department.
7. Transportation Director shall complete the homeless transportation request form and return to the District Liaison.
8. The District Liaison shall determine feasibility of transportation and inform parents/guardians or unaccompanied youth and the Transportation Director of the decision.