

Step 1: Determine whether a child or youth is homeless according to McKinney-Vento Act definition:

YES NO Does this child have a fixed, regular, and adequate nighttime residence? If NO, where does the family/youth reside:

shared housing emergency housing motel/hotel/campground other: _____

Explanation: _____

If a student's living situation does not clearly fall into one of the situations above, then refer to the McKinney-Vento Act definition for consideration of the relative permanence of the living arrangements. Determinations of homelessness need to be made on a case-by-case basis. The following questions may assist with this process:

1. Does the family consider themselves to be homeless?
2. How did the family lose their housing?
3. Is the family paying rent?
4. Does the family have a lease? What is the timeframe of the lease?
5. Is the family looking for permanent housing?

This child does not meet the criteria for homeless status under the McKinney-Vento Act Definition. Advise the family and assist in referral to an appropriate school within their attendance area. Advise family/youth of the right to appeal this school level decision to the District Homeless Liaison.

This child/youth does meet the criteria for homeless status. If this is a new student, go to Step 2. If already enrolled, go to Step 3.

Step 2: Enroll the homeless child in school and send a copy of this worksheet to the District Liaison.

Step 3: School Selection.

The McKinney-Vento Law supports immediate enrollment in school of origin or in the school currently serving the geographic area where the homeless child/youth currently resides. The school of origin is the school where the child was enrolled when permanently housed or the school where the child was last enrolled.

1. Where is the child/youth currently residing?	
2. What school was the student last enrolled when permanently housed?	Dates of Attendance
3. Where was the student last enrolled (if different from above)?	Dates of Attendance
4. What school(s) serve the current town of residence:	
5. What is the school enrollment preference of the parent/unaccompanied youth?	
6. Is there a continuity of instruction or educational program consideration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Where are the siblings enrolled (if any)?	
8. Where is the family/unaccompanied youth seeking permanent housing? (If unknown, please check the unknown box.)	Unknown
9. What is the time frame for acquiring permanent housing?	
10. Is the student on track academically?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TRANSPORTATION – If enrollment in the school of original is the option requested by the parent/unaccompanied youth:

1. Will transportation be needed to the school of origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Distance from current residence to the school of origin?	
3. Are there personal safety issues related transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Estimated length of time transportation to school of origin will be required?	

NEEDS – Please check all that apply.

- Academic services. Clothing. Food Immunizations. School Supplies Head Start Preschool
 Free Meals. Dental. Vision Hearing. Expedited POI Testing Other _____

Step 4: Refer to District Homeless Liaison in Student Services.

Consultation – Individuals consulted regarding the feasibility of school enrollment (if needed):

DATE	NAME	POSITION	SCHOOL/SERVIDE PROVIDER

STEP 5: Action Plan

If approved, notify the School Registrar for coding purposes & the academic tracking. Date: _____

Develop an action plan for school enrollment to support full participation in all educational services for which the child/youth is eligible. Including any needs listed above and other services as appropriate. Include date and initials of who made arrangements.

1. Free meals requested:
2. Transportation arranged:
3. Academic services arranged:
4. Other:

Signature: _____

Date: _____