

Lone Star School District

Homeless Enrollment Tools Packet

Immediate enrollment for children and youth experiencing homelessness is a key provision of the McKinney-Vento Homeless Assistance Act. The following enrollment forms contained in this packet will assist in complying with federal law by enrolling children and youth experiencing homelessness immediately, even if they lack the documentation normally required for enrollment.

Packet Contents:

- *Student Residency Form*
- *Determining Best Interest of School Placement*
- *Affidavit for Missing Enrollment Documentation*
- *Caregiver Authorization Form*
- *Written Notification of Enrollment Decision*

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Student Residency Form

This form is intended to address the requirements of the McKinney-Vento Act (Title X, Part C of the No Child Left Behind Act). The question below is to assist in determining if the student meets the eligibility criteria for services provided under the McKinney-Vento Act. In the event that the child is not staying with his/her parent(s) or guardian(s), use the caregiver authorization form to address guardianship issues.

*

Where does the student stay at night?

_____ in a shelter

_____ in another location that is not appropriate for people (e.g., an abandoned building)

_____ in a motel/hotel

_____ temporarily with more than one family in a house, mobile home, or apartment (because the family does not have a place of its own)

_____ in a car

_____ other (in an arrangement that is not fixed, regular, and adequate and is not described by the other choices) _____ at a campsite

Name of school:

Name of student: _____ Student's date of birth:

I, (name)

_____ declare as follows:

I am the parent/legal guardian of (name of student)

_____.

who is of school age and is seeking enrollment in (name of school district)

_____.

Since (date) _____, our family has not had a permanent residence.

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Under penalty of perjury under the laws of this state, I declare that the information provided here is true and correct and of my own personal knowledge and that, if called upon to testify, I would be competent to do so.

Name of person completing the form: _____

Signature: _____

Date: _____

Address: _____

Phone number: _____

E-mail address: _____

I can be reached for emergencies at: _____

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Introduction to Determining Feasibility of School Placement

The McKinney-Vento Homeless Assistance Act states that once a child has been identified as homeless, residency requirements do not apply. The federal law requires that a child or youth experiencing homelessness attend one of the following:

- The school of origin: The school that the child last attended before experiencing homelessness or the school where the student was last enrolled.

- The local attendance area school: Any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Enrollment must take place immediately.

The McKinney-Vento Homeless Assistance Act requires schools to consider the school of origin as the first option in school enrollment. Parents may choose the school of origin or the local attendance area school. The following individuals may be consulted in determining what placement is in the child's or youth's best interest:

- The homeless child or youth
- The parents or caretakers of the homeless child or youth
- Homeless shelter personnel
- Representatives of social service agencies
- Local homeless education liaisons
- School social workers
- School counselors

It is the school district's responsibility to determine the school of origin and local attendance area school and to resolve any conflict concerning the school placement that is in the best interest of the student. Whenever possible, the school district is to comply with the parents'/caretakers' wishes. If the school district and parents/caretakers do not agree on the appropriate placement, the state's dispute resolution procedure must be followed. The student should be enrolled in the school that the parents or caretakers (or the student himself/herself, in the case of an unaccompanied youth) have chosen during the resolution process. If the local attendance area school and the school of origin are in different districts and the school of origin is determined to be the best placement, the local homeless education liaisons from both districts must work together to arrange transportation. If the two districts can not reach a mutually agreed-upon arrangement, the two districts must split equally the cost and responsibility of transporting the student to the school of origin.

The following form is provided to assist in determining which placement decision would be in the student's best interest.

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Best Interest Determination Form

Name of student:

Date:

According to the McKinney-Vento Homeless Assistance Act, a homeless child or youth has the right to attend the school of origin or the local attendance area school, according to the best interest of the child:

- The school of origin is defined as:
 - the school that the child or youth attended when permanently housed; OR
 - the school in which the child or youth was last enrolled
- The local attendance area school (local school) is defined as:
 - any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend

This form will assist in determining which placement decision would be in the student's best interest.

Please provide the following information for the attendance options for the student:

School that the child or youth attended when permanently housed:

Name of school and district: _____

Dates of attendance: _____

Living arrangement at the time: _____

School in which the child or youth was last enrolled:

Name of school and district: _____

Dates of attendance: _____

Living arrangement at the time: _____

Local Attendance Area School

Name of school and district: _____

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Current living arrangement: _____

1. Are the school of origin and the local attendance area school in the same school district? _____

2. Which school does the child/youth want to attend? Why? _____

3. Which school does the parent want the child/youth to attend? Why? _____

4. What is the distance and time spent on travel from the current residence to the school of origin? _____

5. If transportation is currently unavailable to the school of origin, how can it be arranged? _____

6. What time of year is it (at the beginning of the school year, near the end of the school year, during the summer)? _____

7. How long did the child/youth attend the school of origin? Were meaningful social and educational relationships established? _____

8. Are there specific people in the school of origin who have been providing support or assistance to the family or child/youth experiencing homelessness? _____

9. Are there special programs, such as gifted, bilingual, or remedial education, in which the child/youth has been participating at the school of origin? If yes, please describe. _____

Are these special programs also available at the local attendance area school? _____

10. Based on a knowledge of the family's situation, how long is the family likely to remain at the current residence? _____

11. What is the likelihood that the family experiencing homelessness will re-establish residency in the attendance area of the school of origin? _____

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Based on answers to the previous questions, the school district recommends the following school: _____

Individuals consulted to determine that this placement is in the student's best interest were: _____

Signature(s) of the individual(s) making the recommendation:

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Affidavit for Missing Enrollment Documentation

State: _____

School district: _____

_____ (name), based upon his/her personal knowledge, answers the following questions as noted in his/her handwriting on this and the attached page, which are propounded by duly authorized officials of the

_____ (district name) concerning a student's missing enrollment documentation for the following:

- _____ Proof of residency _____ Immunization record(s)
- _____ Proof of guardianship _____ School physical/health record(s)
- _____ Proof of identity _____ School record(s)
- _____ Birth certificate _____ Other (please describe below:)

You are being asked to answer these questions because you are unable to provide the enrollment documents checked above that are required for enrollment. In accordance with the McKinney- Vento Homeless Assistance Act (P.L. 107-110), states and localities are required to address barriers to the enrollment of students meeting the definition of "homeless". Your completion of this affidavit will facilitate the enrollment of your child(ren) (or of your own enrollment if you are an unaccompanied youth).

1. What is your full name? (name of person completing form)_____

2. Do you understand that giving a false or otherwise untrue answer to any of the questions in this affidavit could result in a criminal charge of perjury being brought against you? *Please circle "Yes" or "No".* **Yes / No**

3. What is (are) the full name(s) of the student(s) you wish to enroll in this district?

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4. What are the age(s), date(s) of birth, and birthplace(s) of the student(s) being enrolled in this district?

Age: _____ Date of Birth: _____ Birthplace: _____

Age: _____ Date of Birth: _____ Birthplace: _____

Age: _____ Date of Birth: _____ Birthplace: _____

5. Who are the parents, parents by legal adoption, legal guardians, or persons having legal custody of the student(s) being enrolled? (If you are an unaccompanied youth, please list your parent(s), legal guardian(s), or other adults who help take care of you, such as relatives, caregivers, social workers, etc.)

6. Where is (are) the student(s) currently living? Include the address and type of housing. _____

7. Do you have legal custody imposed by a court order or have you been designated as a court-appointed guardian for the student(s) being enrolled?

What court entered such order and what type of case was it (e.g., custody hearing, etc.)? _____

8. Why are you unable to present a copy of documentation for the items checked on page 1 for the student(s) that you are enrolling? _____

9. To the best of your knowledge, has this student (have these students) ever been reported to any law enforcement agency as a missing child (as missing children)?

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If the response to question #9 is yes, identify by name and address the law enforcement agency to which the child was reported missing and the date of the report. _____

10. In order to help the school district locate missing information, please give the following information:

Last school(s) attended (name of school, city or county, and state):

Clinic or medical facility where the student(s) was (were) immunized or received medical treatment (name of facility, city or county, and state):

Date: _____

Signature: _____

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Caregiver Authorization Form

This form is intended to address the McKinney-Vento Homeless Assistance Act (P.L. 107-110) requirement that homeless children have access to education and other services for which they are eligible. The McKinney-Vento Homeless Assistance Act states specifically that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education.

Instructions: Complete this form for a child/youth presenting himself/herself for enrollment while not in the physical custody of a parent or guardian.

■ To authorize the enrollment in school of a minor, complete items 1 through 4 and sign the form.

■ To authorize the enrollment and school-related medical care of a minor, complete all items and sign the form.

I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor named below.

1. Name of minor:

2. Minor's date of birth:

3. My name (adult giving authorization):

4. My home address:

5. Check one or both (for example, if one parent was advised and the other could not be located):

_____ I have advised the parent(s) or other person(s) having legal custody of the minor as to

my intent to authorize medical care and have received no objection.

_____ I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.

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6. My date of birth: _____

7. My state driver's license or identification card number:

I declare under penalty of perjury under the laws of this state that the foregoing information is true and correct.

Date: _____

Signature: _____

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Written Notification of Enrollment Decision to be completed by the receiving school when an enrollment request is denied.

- Date: _____

Name of person completing form:

Title of person completing form:

Name of school:

In compliance with section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Name of Parent(s)/Guardian(s):

Name of Student(s):

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

You have the right to appeal this decision by completing the second page of this notice or by contacting the school district's local homeless education liaison.

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Name of local liaison:

Title:

Phone number:

In addition:

- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school. You may use the form attached to this notification.
- You may contact the State Coordinator for Homeless Education if further help is needed or desired. Contact information for the State Coordinator:

You may seek the assistance of advocates or an attorney. A copy of our state's dispute resolution process for students experiencing homelessness is attached.

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Written Notification of Enrollment Decision

To be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison as an alternative to completing this form.

Date: _____

Student(s):

Person completing form:

Relation to student(s):

I may be contacted at (phone or e-mail):

I wish to appeal the enrollment decision made by:

Name of School:

I have been provided with (please check all that apply):

_____ A written explanation of the school's decision.

_____ The contact information of the school district's local homeless education liaison.

_____ A copy of the state's dispute resolution process for students experiencing homelessness.

Optional: You may include a written explanation in the space below to support your appeal or you may provide your explanation verbally.

The school provided me with a copy of this form when I submitted it.

_____ (initial)

Lone Star School

2945 South Hickory

Sapulpa, Oklahoma 74067

"Training Young Minds Today...To Be The Leaders of Tomorrow"

HOMELESS COMPLAINTS

INTRODUCTION: Lone Star School welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the school is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the school to do its tasks more effectively. The following rule is a complaint resolution process recommended by the Oklahoma Department of Education (OSDE) when a dispute arises regarding the education of a homeless child or youth.

GUIDELINES: *(SUBCHAPTER 9. MCKINNEY-VENTO HOMELESS EDUCATION COMPLAINT)*

School District Level *210:40-9-2*

Every effort must be made to resolve the complaint or dispute at the school district level before it is brought to the OSDE. It is the responsibility of the school district (the district) to inform the complainant of the district's Complaint Resolution Procedure when a question concerning the education of a homeless child or youth arises.

(1) Notify the district's homeless coordinator. The homeless coordinator is a liaison between the homeless child and the school the child attends. Someone in the school or the superintendent's office will be able to identify the homeless coordinator.

(A) Request a copy of or access to the district board of education policies addressing the education of homeless children and youths and review them. Make an appointment with the homeless coordinator to discuss the complaint. (B) Suppose the dispute is unresolved after the initial discussion with the district's homeless coordinator. In that case, the complainant may file a written complaint to the district's homeless coordinator for further review. (C) In the complaint, include a request that a written proposed resolution of the dispute or a plan of action be provided within five (5) days of the date the district's homeless coordinator received the complaint. A review of the proposal or plan of action with the homeless coordinator should follow. The parties may mutually agree on an extension. However, every

effort should be made to resolve the complaint in the shortest possible time. (2) If the dispute is not resolved at the district homeless coordinator level, the complaint may be forwarded to the district superintendent for review, followed by a meeting with the superintendent to discuss the dispute. The complainant should request a written resolution from the superintendent within five (5) days of the date of the discussion. The parties may mutually agree on an extension; however, every effort should be made to resolve the complaint quickly. (3) If the dispute is not resolved at the district superintendent level, the complainant may take the matter before the school district board of education for resolution.

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2945 South Hickory

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RESOURCES

For more information about developing and implementing an effective McKinney-Vento dispute resolution process, consult the following resources:

U.S. Department of Education, Education for Homeless Children and Youths Program: NonRegulatory Guidance, Section K: Dispute Resolution Procedures <https://www2.ed.gov/policy/elsec/leg/essa/160240ehcguidance:072716updated0317.pdf>

National Center for Homeless Education, Homeless Liaison Toolkit, Chapter 8: Dispute Resolution https://nche.ed.gov/pr/ehc/liaison_toolkit.php

National Center for Homeless Education, State Coordinators' Handbook, Section G: Dispute Resolution <https://nche.ed.gov/pr/scDb.php>

REFERENCES

Subtitle VII-B of the McKinney-Vento Homeless

Assistance Act, 42 U.S.C. § 11431 et seq. Retrieved from

<http://uscode.house.gov/view.xhtml?path=/prelimbtitle042/chapterubchapter6/partB&edition>

U.S. Department of Education. (2017). Education for

Homeless Children and Youth Program nonregulatory guidance. Retrieved from

<https://www2.ed.gov/policy/elsec/leg/essa/160240ehcguidance>