



Irvine Unified School District  
McKinney-Vento Homeless Assistance Act

## Enrollment Procedures for Homeless Students

When a family is enrolling, re-registering or completing residency verification, you may come into contact with families that do not have the required documentation and/or who may be giving you information that fits homeless criteria. These procedures are designed to assist you in enrolling homeless families.

### Step 1

If the family is not able to produce residency documentation, seek more information. Are they living with another family or does the situation sound like it fits the description of homelessness? If so, ask them to complete the **MKVH Confidential Enrollment Form** (located on the **Intranet** on the **Forms** page under **Enrollment**) to verify living situation.

### Step 2

**If the family indicates that they live in a single family home or apartment (SECTION 1), this family is not considered to be "homeless" – continue with the regular enrollment procedure. DO NOT SUBMIT THE FORM – PLEASE DISCARD FORM.**

If the family indicates that they live in a home with another due to financial hardship, or "doubled up" (SECTION 2), please encourage them to complete the Co-Residency Supplemental Form to verify their co-residency status in addition to the MKVH Enrollment Form if they are able to provide it. This is not a required document and should not be a barrier to enrollment. This family is considered "homeless" – proceed with the homeless enrollment procedure.

If the family indicates that they have any other living situation described on the MKVH Form SECTION 2, this family is considered "homeless" – proceed with the homeless enrollment procedure.

If the family indicates that they have a different living situation other than the ones described on the MKVH Form in SECTION 2 "Other circumstances", please call Department of Prevention & Intervention x 7530 to determine if the situation falls under the homeless criteria.

### Step 3

Determine what school the family is eligible to attend based on their current address or where they reside the majority of the school week. If the family is living in a vehicle please ask them where the vehicle is parked most and use those cross streets to determine the nearest home attendance school.

By law, THERE ARE ONLY TWO OPTIONS FOR SCHOOL CHOICE – They have the right to attend the school that serves the area in which they currently reside OR they can re-enroll in the school they last attended. Again, those are the only two options for enrollment.

### Step 4

Once the family has been identified as "homeless" and the applicable forms have been completed, please continue the enrollment process with the following guidelines:

- Welcome the family and try to get as much information as possible to assist them in their transition to your school. Does their child have any special needs/health concerns? Inform them that they are eligible to receive free lunch services, etc.
- **When a MKVH Enrollment Form is completed office staff must sign the verification line at the bottom before submitting it to Nutrition Services or Department of Prevention & Intervention.**
- The student (and all siblings that reside at the same address) are eligible to receive free lunch services for the remainder of the year. **Please fax the McKinney-Vento Enrollment Form immediately to Nutrition Services at x6529 to ensure immediate lunch service.**
- **Please give the name of the MV student(s) to the school counselor so they can follow up to offer additional support and/or services.**
- Distribute the copies of the MKVH Form to Prevention & Intervention and Food and Nutrition Services.
- If the family has indicated that the student has received Special Ed services or English Language Learner support at their previous school, please make additional copies of the MKVH Form and fax to our Special Ed and/or Language Minority departments (numbers located at the bottom of the form).
- Contact the previous school to arrange for immediate transfer of records to your school site.
- Continue to follow up on missing documentation such as medical records, immunizations, etc. and be sure to have the health office provide information on free/reduced cost clinics for immunizations.
- If the family requests transportation to/from school, please call the Homeless Liaison at x7530
- Using Aeries, please tag the student as "Homeless" (instructions are located on the **Intranet** on the **Forms** page under **Enrollment**).

If you have any questions at all, please call the IUSD Homeless Youth Liaison in Prevention & Intervention at 949-936-7530.