



QUICK TIPS SCHOOL ENROLLMENT PROCEDURES HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Act defines a "homeless" student as one between 0-22 years of age, who lacks a fixed, regular, and adequate nighttime residence, and includes students who are Early HeadStart, HeadStart or preschool age, as well as students who receive special education service. These include students who:

- live in an abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- live "doubled-up" with another family, due to loss of housing, *stemming from financial problems*; live in a hotel or motel or transitional housing;
- live in emergency or domestic violence shelters;
- live in a trailer park or campsite with their family *temporarily, because of a lack of adequate living accommodations*;
- have been abandoned at a hospital;
- are awaiting foster placement (limited circumstances);
- reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations;
- are migratory or abandoned, runaway, or throwaway youth that qualify as homeless because they are living in circumstances described above.

NO PERMANENT ADDRESS?

- Caregiver Affidavit (if student is living with an adult caregiver - not the parent or guardian)
- Affidavit of Temporary Residence (if unable to provide proof of address)
- Other documentation allowed via District policy

NO PROOF OF AGE?

- Contact last school of attendance and receive a verbal verification of age. Request a hard copy of information.
- Affidavit of Proof of Age of Minor
- Other documentaton allowed via District policy

NO IMMUNIZATION RECORD?

- Schools must *immediately* enroll student. Contact last school of attendance and receive a verbal verification of immunizations. Request a hard copy of information. Provide parent with local Child Health and Disability Prevention (CHDP) program sites to get any immunizations still needed.

SPECIAL EDUCATION SERVICES?

- *Current or Outdated* IEP - Follow district policy on special education placement.

NO TRANSFER PAPERS?

- Schools must *immediately* enroll student and request records from previous school.

NO EXIT GRADES, TRANSCRIPTS OR OTHER ACADEMIC RECORDS?

- Schools must *immediately* enroll student and make a placement based upon information provided by student and parent. Request records from previous school site(s).