



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- *Current or Outdated* IEP - Follow district policy on special education placement.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