

**TITLE:** HOMELESS CHILDREN AND YOUTH IN SCHOOLS



**ISSUER:** Francis Reading, Homeless Liaison

**DATE:** October 21, 2013

**POLICY:** This Bulletin is The Accelerated Schools District policy. It addresses the rights children and youth experiencing homelessness have for a free, appropriate public education.

**GUIDELINES:** The following guidelines apply.

**I. Summary:**

On January 8, 2002, President Bush signed the 2001 No Child Left Behind Act into law. This legislation reauthorized the McKinney-Vento Homeless Assistance Act for Homeless Children and Youth, under NCLB, Title X, Part C. This law entitles all homeless school-aged children to the same free, appropriate public education that is provided to non-homeless students. Accordingly, schools are required to remove barriers to the enrollment, attendance, and success of homeless students in school. The basic educational protections of the reauthorization apply to all school districts in all fifty states. **The McKinney-Vento Act, as federal law, supersedes state and local educational law and policy.**

The District participates in the McKinney-Vento Homeless Assistance Act grant. The grant is implemented through the Homeless Liaison. The Liaison implements the District's homeless education policy, coordinates the identification of homeless children and youth, assists in arranging public transportation assistance for homeless children and youth, resolves school disputes, provides supplemental support services to enhance educational achievement, collaborates with homeless service agencies, and coordinates parent education workshops for homeless parents.

## **II. DEFINITION OF “HOMELESS”:**

The McKinney-Vento Act defines a "homeless" student as one between the ages of two and eighteen, who (1) lacks a fixed, regular, and adequate nighttime residence, and (2) includes at least one of the following:

- A. has a primary nighttime residence that is a shelter designated to provide temporary living accommodations including motels/hotels, domestic violence shelters, congregate shelters, and transitional housing.
- B. lives in a car, park, an abandoned building, public or private places not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
- C. lives in a trailer park or camping area with his/her family, if they are staying temporarily, because of a lack of adequate living accommodations.
- D. lives “doubled-up” where one family lives with another, due to loss of housing, stemming from financial problems.
- E. is abandoned in hospitals.
- F. resides in a home for unwed mothers as a school-aged, unwed mother, or mother-to- be, if there are no other available living accommodations.
- G. is awaiting foster care in limited circumstances (e.g., does not include placement in foster family, foster family agency, or group home).
- H. is placed by the state in an emergency shelter, if placed in the shelter because there was no other place.
- I. lives in an abandoned building, parked car, or other facility unfit for habitation.
- J. are migratory children who qualify as homeless because they are living in circumstances described above.
- K. are abandoned, runaway or throwaway youth living in circumstances as described above.

## **III. POLICY STATEMENT**

All Local Educational Agencies (LEA’s) – school districts, independent charter schools, and county offices of education – must designate an appropriate staff person as a liaison for homeless children/youth. The District is responsible, through the liaison and designated staff, for ensuring the identification, enrollment, attendance, and success of students in homeless situations.

#### **IV. HOMELESS EDUCATION RESPONSIBILITIES**

##### **A. Liaison Responsibilities**

The Homeless Liaison serves as the point person for the District. The officer is responsible for coordinating with school sites and the district to ensure the following:

1. Training and technical assistance to schools are provided.
2. Resources are coordinated with outside agencies.
3. Homeless children and youth in are identified by school personnel and through coordination with other entities and agencies.
4. Homeless children and youth are enrolled through the lottery, and have full and equal opportunity to succeed in the schools of the LEA.
5. Children, youth and their families receive educational services for which they are eligible, including Head Start, Even Start, and pre-school programs administered by the LEA, and referrals to health, mental health, dental, and other appropriate services.
6. Parents/guardians are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.
7. Public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the Act, such as schools, shelters, and soup kitchens.
8. Enrollment disputes are mediated in accordance with the LEA's Enrollment Dispute Resolution Policy.
9. Parents, guardians and unaccompanied youth are fully informed of all public transportation services
10. Unaccompanied youth receives assistance through the enrollment process (Lottery), and obtaining immunization records.

##### **B. Local School Responsibilities**

The homeless liaison will be responsible for implementing the NCLB homeless education mandates at the local district level and reporting the data to the CEO. The liaison duties will include:

1. ensuring that homeless students are identified in the local district via the Student Residency Questionnaire and that the schools have the form in their enrollment packets

2. assisting families with public transportation efforts
3. gathering documentation (attendance records and sign in sheets) if necessary
4. coordinating data collection

C. School Site Responsibilities

Each principal shall use the systematic procedure below to identify homeless children and youth during the registration process.

1. The Student Residency Questionnaire (SRQ) shall be included in the enrollment packets as part of the registration procedure. It will assist the school administrator and enrolling staff in determining documentation needed for enrollment.
2. The SRQ asks families to provide information about their living accommodations. If a student is selected through the lottery and section A is checked, then the family may meet the federal definition of homelessness and the child/youth will be enrolled at the school site regardless of their living situation , even if documents normally required for enrollment are lacking. If section B is checked, then the school administrator and enrolling staff are to follow the standard enrollment procedure.
3. Use alternative documentation when a student lacks a permanent residence and meets the federal definition of homelessness, such as,
  - a. Affidavit of Temporary Residence
  - b. Caregiver's Affidavit
4. Submit the Homeless Survey through the front office.

- D. The principal shall include in the school-wide instructional plan, the education of homeless students and access to any supplemental instructional and support services, including but not limited to as Title I, Chapter I, School Improvement, and LEP.
- E. School staff should coordinate efforts with local clinics, agencies, and shelters in the community to provide access to immunizations and other needed social services for homeless children, such as:
  - 1. Providing a list of free clinics and their locations, where available, where parents and shelter providers can obtain immunizations for children.
  - 2. Establishing and maintaining regular contact by school nurses and health coordinators with local shelters in the area.
  - 3. Establishing and maintaining regular contact with agencies that provide social services to homeless children in the area.
- F. The front office staff at the school site can provide assistance in verifying the student's homeless condition, securing adequate documentation, and/or arranging an appropriate educational placement of homeless students. The homeless liaison can provide case management assistance through visits to shelters, hotel/motels, and temporary residences.
- G. The CEO is available to settle disputes regarding school selection or placement for homeless students. The Accelerated Schools enroll students by lottery only and is a school of choice.
- H. Transportation assistance can be made through public transportation. Transportation assistance can be obtained by calling the Homeless Education Office at (323) 235-6343 Ext: 2558.

For purposes of the McKinney-Vento Act, independent charter schools act as an LEA. The charter petition must include provisions for compliance with the McKinney-Vento Act, including how to ensure enrollment of homeless students after a student has been selected through the lottery and continued attendance at the charter school.

**V. ENROLLMENT PROCEDURES FOR HOMELESS STUDENTS:**

- A. “Enroll” and “enrollment” are defined as attending classes and participating fully in school activities.
- B. The school shall immediately enroll the child/youth in school (if selected in lottery), even if records normally required for enrollment, such as academic records, proof of residency, medical records, immunizations, are lacking. A thirty day conditional enrollment is to be granted if immunization records are not available at the time of enrollment/registration. Enrollment **MUST NOT** be delayed.

- C. The enrolling school shall immediately contact the last school of attendance to obtain relevant academic, health, and other relevant records that are lacking at the time of enrollment.
- D. The school shall utilize the Affidavit of Temporary Residence (See Attachment as residence verification in instances where an address cannot be verified, such as situations where the student is living in a car, encampments, abandoned buildings, or where rental/lease verification cannot be obtained.
- E. The Affidavit for Proof of Age of Minor may be used as age verification when the customary documentation is not available from the parent/guardian or caregiver (See Attachment).
- F. The Caregiver Affidavit may be used for minors who are living with relatives or non-parent caregivers (see Attachment). This affidavit authorizes a caregiver 18 years of age or older to enroll a minor in school and consent to school related medical care. The purpose is to ensure that minors living with non-parent caregivers will be enrolled immediately and have access to essential medical care.
- G. Like all parents, parents and caregivers of homeless students are required to submit emergency contact information.
- H. After enrollment is complete, homeless students in need of additional educational support shall be referred to the district homeless liaison.
- I. All students who meet the federal definition of homelessness are eligible for the free nutrition program. The USDA has established the following procedures to simplify access to the child nutrition programs for homeless students:
  - 1. School officials may accept documentation of homelessness from either the homeless liaison or the shelter director where the children/youth are residing.
  - 2. In instances where families are living doubled up, the income of the host family is not taken into consideration in determining eligibility for the children designated as homeless. If the host family applies, they may include the homeless family as household members if the host family provides financial support to the homeless family, such as shelter, utilities, clothing or food.

3. The school may complete and approve the application for the homeless children in their school or maintain a list of homeless children with the following information:
  - a. Child's name;
  - b. Date identified as homeless;
  - c. Date of withdrawal;
  - d. Residence; and
  - e. Signature of determining official.

The objective is to keep the list of eligible children current, removing the names of children who have left the school or found permanent housing and adding new names to the list as students are identified.

4. If a dispute arises after a student has been selected through the lottery, the child/youth must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute.
5. In the case of an unaccompanied youth, the LEA homeless education liaison must assist in placement/enrollment decisions if the said student has been selected through the lottery, consider the youth's wishes, and provide notice

## **VI. RECORDS:**

Any record ordinarily kept by the school, including immunization and/or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

- A. So that the records are available, in a timely fashion, when a child or youth enters a new school or district; and
- B. In a manner consistent with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and California Education Code section 49060 et seq..

## **VII. COORDINATION OF SERVICES:**

- A. Each LEA serving homeless children and youth shall coordinate with local social services agencies and other agencies or programs that provide services

to homeless children/youth and their families, including services and programs under the Runaway and Homeless Youth Act (42 U.S.C. 5701 et. seq.)

#### **VIII. ACCESS TO COMPARABLE SERVICES:**

- A. Once a student is identified as meeting the federal definition of homeless, the student shall be provided comparable services as offered to other students in the school selected. This includes
  - 1. Information about Public Transportation services;
  - 2. Educational programs for which students meet eligibility criteria, such as services provided under Title I or similar state or local programs;
  - 3. Programs for students with disabilities;
  - 4. Programs for students with limited English proficiency;
  - 5. Vocational or technical programs;
  - 6. Gifted and talented programs;
  - 7. School nutrition programs; and
  - 8. Before and after school programs.
- B. Homeless children and youth shall have access to the educational and support services they need to afford them the opportunity to meet the same challenging State student academic achievement standards to which all students are expected to meet.

#### **IX. TRANSPORTATION:**

- A. LEAs are required to adopt policies and practices to ensure that transportation is provided through public transportation (where feasible), at the request of the parent/guardian (or in the case of an unaccompanied youth, the liaison) to and from the school of origin.
- B. If a homeless student is temporarily living far from the school, the LEA will assist in arranging public transportation services (where feasible) to and from the school.
- C. Procedure to access transportation services for homeless students receiving Special Education services:

If a student is identified as meeting the federal definitions of “homeless” and has also been identified for special education services, the Liaison will contact the Special Education Director to assist with information about public transportation.

#### **X. DISPUTE RESOLUTION:**

- A. General

If a dispute arises over enrollment of a homeless student after the student has been selected through the lottery, the child/youth must be immediately admitted to the school in which he/she is seeking enrollment, whether it is the school of origin or the school in the student's current attendance area, pending resolution of the dispute. The parent/guardian must be provided with a written explanation of the school's

decision regarding the school lottery, including the right to appeal. If the parent/guardian disagrees, the parent/guardian must be referred to the CEO, who will carry out the grievance procedure as expeditiously as possible after receiving the dispute.

B. Dispute Resolution Process:

1. A dispute can only be filed after a student has been selected through the lottery.
2. The entire dispute resolution process, at the district level, shall be completed within 5 school days.
3. In the event of a dispute, the student MUST be admitted immediately or remain in the student's school until the dispute is resolved.
4. A decision must be made within 2 days after the homeless liaison and the CEO meet, and a written report of the decision sent to the parent within three days.
5. If the parent is not satisfied with the district decision, they may file an appeal with the TAS Board of Education.
6. If the Parent/guardian is not satisfied with the board decision, they may appeal to the California Department of Education.

**XI. ATTACHMENTS:**

- A. Affidavit of Temporary Residence
- B. Affidavit for Proof of Age of Minor
- C. Caregiver's Authorization Affidavit
- D. Student Residency Questionnaire
- E. Dispute Resolution Form

**ASSISTANCE:** For further information, please call Francis Reading, Homeless Liaison at (323) 235-6343 Ext 2558.

The Accelerated Schools

AFFIDAVIT OF TEMPORARY RESIDENCE

I, \_\_\_\_\_, declare:

I am the \_\_\_parent \_\_\_legal guardian \_\_\_caregiver (check one) of

\_\_\_\_\_, \_\_\_\_\_,  
Name: First Middle Last Date of Birth

a school age minor who is seeking admission to \_\_\_\_\_  
School

in The Accelerated Schools.

Since \_\_\_\_\_, our family has not had a permanent address; however,  
we do reside within the attendance area of \_\_\_\_\_.  
School

For school purposes, I can receive mail at and maintain regular contact with

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City/State Zip Code

In case of emergency, please contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City/State Zip Code

I declare under penalty of perjury under the laws of California that, of my own personal knowledge, the above is true and correct.

\_\_\_\_\_  
Print Name of Parent/Legal Guardian/Caregiver

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Caregiver

\_\_\_\_\_  
Date





## Student Residency Questionnaire

This questionnaire is intended to address the McKinney-Vento Act, U.S.C.A. 42 Section 11302(a).  
Your answers will help the school administrator determine residency documents necessary for enrollment.

1. Presently, where is the student living? (Check all that apply. In Section A or B)

<b>Section A</b>	<b>Section B</b>
<input type="checkbox"/> In a shelter <input type="checkbox"/> In a motel or hotel <input type="checkbox"/> In a transitional housing program <input type="checkbox"/> In a car, trailer or campsite <input type="checkbox"/> In a rented trailer/motor home on private property <input type="checkbox"/> In a SRO building (Single Room Occupancy) <input type="checkbox"/> In a rented garage <b>due to loss of housing</b> <input type="checkbox"/> Temporarily in another family's house or apartment <b>due to loss of housing</b> <input type="checkbox"/> Temporarily with an adult that is not the parent/legal guardian <b>due to loss of housing</b> <input type="checkbox"/> Awaiting foster placement <input type="checkbox"/> Other places unfit for human habitation  <p><b>CONTINUE: If you have checked a box in this section, complete the remainder of this form.</b></p> <input type="checkbox"/> Check if needs assessment was completed	<input type="checkbox"/> Choices in Section A do not apply          <p><b>STOP: If you have checked this section, you do <u>not</u> need to complete the remainder of this form. Submit to school personnel.</b></p>

Date: \_\_\_\_\_ School: \_\_\_\_\_

Name of student: \_\_\_\_\_  male  female

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Age: \_\_\_\_      Grade: \_\_\_\_  
Month      Date      Year

Name of Parent/Legal Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Signature of Parent/Legal Guardian/Caregiver:**  
 \_\_\_\_\_

2. The student lives with:

- |   |   |
|---|---|
| <input type="checkbox"/> 1 parent                   | <input type="checkbox"/> a relative                               |
| <input type="checkbox"/> 2 parents                  | <input type="checkbox"/> alone with no adults                     |
| <input type="checkbox"/> 1 parent and another adult | <input type="checkbox"/> an adult that is not the parent or legal |

.....  
**If the parent has checked Section B above, completion of this form is not required.**

**School to complete:**

**District address verification forms to use:**

- Affidavit of Temporary Residence** — Parent/guardian must complete  
(Student and parent/guardian live doubled up with another family, in a car, from place to place – unable to provide verification)
- Caregiver Affidavit** — Caregiver must complete  
(Student lives with an adult that is not the parent or legal guardian)
- District (10 digit) student ID number:** \_\_\_\_\_

**Grade Level:**

- Pre-K    K-5    6-8    9-12    Other (i.e. Adult Education)
- Enrolled in the free breakfast/lunch program** (Per FDA, all homeless children qualify for the free nutrition program)
- Needs assessment completed and appropriated referrals made**

**Possible barriers to Education:**

- School Selection       Transportation    School Records    Immunizations or other medical records
- Clothing/uniforms       Child care       Other:

**Eligible for any of these educational and school related activities and services:**

- Special Education       English Language Learner    Gifted and Talented    Magnet    Vocational
- Beyond the Bell       After School       Other: \_\_\_\_\_

**Proposed Services to be provided:**

- Information about Transportation       Coordination between schools and agencies    Assistance with participation in school programs
- School Supplies       Parent education related to rights/resources    Clothing to meet a school requirement
- Parent contact       Professional staff development/awareness    Medical, dental and other health service referral
- Counseling       Early childhood programs       Before/after school, mentoring, summer programs

**For any choices in Section A, send the completed form to the Homeless Liaison**

**Questions? Call Francis Reading, Homeless Liaison, at 323-235-6343 Ext 2558.  
Schools must keep original forms separate from the Student Permanent Record.**

**Name and phone number of School Personnel who knows of the family situation:**

Name	Title	Phone		Date faxed
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## The Accelerated Schools

### Cuestionario de Residencia del Estudiante

Este cuestionario esta previsto para consignar el Decreto McKinney-Vento, U.S.C.A. 42 Sección 11302 (a).  
Sus respuestas ayudarán al Administrador Escolar a determinar los documentos de residencia necesarios para la inscripción.

I. Actualmente, ¿En dónde esta viviendo el Estudiante? (Seleccione todas las respuestas que apliquen en secciones A ó B)

Sección A	Sección B
<input type="checkbox"/> En un albergue <input type="checkbox"/> En un hotel o motel <input type="checkbox"/> En un programa de hogar transitorio <input type="checkbox"/> En un auto, trailer o campamento <input type="checkbox"/> En un trailer/casa-trailer rentado, dentro de una propiedad Privada <input type="checkbox"/> En un edificio con COI (Cuarto de Ocupación Individual) <input type="checkbox"/> En una cochera rentada <b>debido a la pérdida de la casa propia</b> <input type="checkbox"/> Temporalmente, en la casa o departamento de otra familia <b>debido a la pérdida de la casa propia</b> <input type="checkbox"/> Temporalmente, con un adulto que no es el Padre/Madre o Guardián Legal <b>debido a la pérdida de la casa propia.</b>	<input type="checkbox"/> Opciones en la Sección A no aplican  <p><b>DETENGASE:</b> Si usted ha seleccionado esta opción, no necesita completar el resto de la forma. Entregue esta forma al personal de la Escuela.</p>

Fecha: \_\_\_\_\_ Escuela: \_\_\_\_\_

Nombre del Estudiante: \_\_\_\_\_ ! Masculino !

Femenino

Fecha de Nacimiento: / \_\_\_\_ / \_\_\_\_ Edad: \_\_\_\_ Grado: \_\_\_\_  
Mes      Día      Año

Nombre del Padre/Guardián legal: \_\_\_\_\_

Dirección: \_\_\_\_\_ Ciudad: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Firma del Padre/Guardián Legal/Tutor: \_\_\_\_\_

2. El estudiante vive con:

- |  |   |
|--|---|
| <input type="checkbox"/> I de sus padres               | <input type="checkbox"/> Un familiar                                    |
| <input type="checkbox"/> ambos padres                  | <input type="checkbox"/> Solo, no adultos                               |
| <input type="checkbox"/> I de sus padres y otro adulto | <input type="checkbox"/> Un adulto que NO es Padre/Madre/Guardián Legal |

----- Si el padre/madre/guardián ha seleccionado la Sección B, no es necesario que esta forma sea completada. -----

**School to complete:**



**DISPUTE RESOLUTION FORM**  
**The Accelerated Schools**

OFFICE (323) 235-6343 Ext 2607 FAX (323) 235-6346

To be completed by parent, caregiver 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 submitted: \_\_\_\_\_

Students(s): \_\_\_\_\_

Person completing form: \_\_\_\_\_

Relation to student(s): \_\_\_\_\_

I may be contacted at: \_\_\_\_\_

I wish to appeal the enrollment decision made by: \_\_\_\_\_

At School: \_\_\_\_\_

I have been provided with the following documents, copies of which are attached to this form:

- A written explanation of the school's decision
- Contact information for the local homeless education liaison
- A copy of the District's Dispute Resolution Process for students experiencing homelessness.

You may include a written explanation to support your appeal in the space below. Please attach paper as necessary:

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The school provided me with a copy of this form. \_\_\_\_\_ (Initial)