



Homeless Student(s) Worksheet

To be completed by the school level Homeless Liaison

Date	Name of Person Completing worksheet and Job Title/School Served								
Name of Parent/Guardian									
Address (include City, State and Zip Code)									
Telephone(s) (Include Area Code)				E-Mail (if available)					
<p>Homeless children frequently move, and maintaining a stable school environment is critical to their success in school. The research on highly mobile students indicates that a student 4-6 months to recover academically after changing schools. Making school enrollment decisions "in the best interest of the child" is imperative for homeless children and youth in maintaining this stability. This worksheet will assist you in guidance through the process of determining homeless status and in information gathering on the enrollment options available.</p> <p>Considerations for determining feasibility for educating child or youth in "school of origin." Include the following :</p> <ul style="list-style-type: none"> • The age of the child or youth • Personal safety issues • Length of anticipated stay in temporary shelter or other temporary location • Time remaining in the school year • Student's need for special instruction • The commuting distance and impact on student's education <p>This worksheet will assist in the determination process and reflects the circumstances of the individual student(s) experiencing homelessness. PLEASE INCLUDE ONLY CHILDREN IN THE HOMELESS FAMILY, NOT ALL CHILDREN IN THE HOME.</p>									
Age	Name	School Attended	County	Grade	IEP	504	Reg. Ed.	Ed. Support	Other

Step 1: Determine whether a child or youth is homeless according to McKinney-Vento Act definition:

YES NO Does this child have a fixed, regular, and adequate nighttime residence? If N O, where does the family/youth reside:

shared housing emergency housing motel/hotel/campground other: _____

Explanation: _____

If a student’s living situation does not clearly fall into one of the situation above, then refer to the McKinney-Vento Act definition for consideration of the relative permanence of the living arrangements. Determinations of homelessness need to be made on a case-by-case basis. The following questions may assist with this process:

1. Does the family consider themselves to be homeless?
2. How did the family lose their housing?
3. Is the family paying rent?
4. Does the family have a lease? What is the timeframe of the lease?
5. Is the family looking for permanent housing?

This child does not meet the criteria for homeless status under the McKinney-Vento Act Definition. Advise the family and assist in referral to an appropriate school within their attendance area. Advise family/youth of the right to appeal this school level decision to the District Homeless Liaison.

This child/youth does meet the criteria for homeless status. If this is a new student, go to Step 2. If already enrolled, go to Step 3.

Step 2: enroll the homeless child/youth in school and send a copy of this worksheet to the District Homeless Liaison.

Step 3: School Selection.

The McKinney-Vento Law supports immediate enrollment in school of origin or in the school currently serving the geographic area where the homeless child/youth currently resides. The school of origin is the school where the child was enrolled when permanently housed or the school where the child was last enrolled.

1. Where is the child/youth currently residing?			
2. Where was the student last enrolled when permanently housed?	School Name	County	Dates of Attendance
3. Where was the student last enrolled (if different from above)?			
4. What school(s) serve the current town of residence:			
5. What is the school enrollment preference of the parent/unaccompanied youth?			
6. Is there a continuity of instruction or educational program consideration?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Where are the siblings enrolled (if any)?			
8. Where is the family/unaccompanied youth seeking permanent housing? (If unknown, please check the unknown box.)			<input type="checkbox"/> Unknown
9. What is the time frame for acquiring permanent housing?			
10. Is the student on track academically? <input type="checkbox"/> Yes <input type="checkbox"/> No	11. Other:		



TRANSPORTATION – If enrollment in the school of origin is the option requested by the parent/unaccompanied youth:

1. Will transportation be needed to the school of origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Distance from current residence to the school of origin?	
3. Are there personal safety issues related transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Estimated length of time transportation to school of origin will be required?	

NEEDS – Please check all that apply.

- Academic services Clothing Food Immunizations School Supplies Head Start Preschool Free Meals
 Dental Vision Hearing Expedited POI/Testing Other _____

Step 4: Refer to District Homeless Liaison in Student Services.

Consultation – Individuals consulted regarding the feasibility of school enrollment (if needed):

DATE	NAME	POSITION	SCHOOL/SERVICE PROVIDER

STEP 5: Action Plan:

If approved, notify the school registrar for coding purposes & the academic tracking. Date: _____

Initials: _____

Develop an action plan for school enrollment to support full participation in all educational services for which the child/youth is eligible. Including any needs listed above and other services as appropriate. Include date and initials of who made arrangements.

1. Free meals requested:
2. Transportation arranged:
3. Academic services arranged:
4. Other:

Signature: _____ Date: _____