

Public Notice Education Rights of Children and Youth that are Homeless

This public notice provides information about the rights of children, youths, and unaccompanied youth that are homeless to attend a public school or public charter school. An unaccompanied youth is a youth that does not live with a parent or guardian. This notice includes information to help you know if you or someone you know is considered homeless and is eligible for services from our school district. Children or youths that are homeless have rights that include the right to attend public schools. If you need assistance understanding this letter, please contact:

Name: _____ Title: _____

Email: _____ Phone: _____

Do you need an interpreter? Please tell us and we will make sure one is available.

Our school district actively enrolls and provides services for children and youth that are homeless. If you are homeless or know of a child, youth, or unaccompanied youth that may be homeless, please contact the person listed here for help.

District Liaison: _____ Phone: _____

District Address: _____ Email: _____

- *Who is "homeless"?* Children or youth (including children of migrant workers) who lack a fixed, regular, and adequate nighttime residence are homeless. Fixed means the home is connected to the ground and is not easy to move. Regular means a place where the child sleeps every night. Adequate means the home meets modern standards of living. Children who are sharing someone else's housing because they lost theirs or because they cannot afford their own housing are homeless.

Children and youths who are homeless may be living in:

- motels;
- hotels;
- trailer parks (this does not refer to a mobile home (trailer) park, this refers to a type of camping ground for fifth wheel camper trailers or other types of movable campers);
- camping grounds because they do not have an adequate home;
- emergency or transitional shelters;
- or are abandoned in hospitals.

Children and youth who are homeless may have a place they usually sleep that is a public or private place not meant to be a regular place for people to sleep. They may also be living in:

- cars;
- parks;
- public spaces;
- abandoned buildings;
- substandard housing (housing that does not meet modern standards of living);
- bus or train stations;
- or other similar settings.

If you are not sure, please contact the person listed on this notice.

- *What are the education rights of children and youth that are homeless?* Our schools provide the same educational services to all students without regard to their living situation. Children and youth who are homeless also have rights that include:
 - Based on what is best for the child or youth, the child or youth can continue to attend the "school of origin" or be immediately enrolled in any public school where the student now lives. This includes any school that students who are not homeless attend that is in the area where the child or youth now lives.
 - Being given services without delay, such as transportation and meal programs.
 - Other appropriate services and programs, such as programs for:
 - gifted children;
 - children with disabilities;
 - English learners;
 - career and technical education;
 - and preschool.
 - Help in school through the district's federally funded Title I program. A student that is homeless can receive Title I services even if the student is not attending a Title I funded school.

- School activities for parents or guardians.
 - Participation in athletics, fine arts, or other extra-curricular activities.
 - Being treated the same as students who are not homeless by school personnel;
- *What is the “school of origin”?* ‘School of origin’ means the school the child or youth attended before becoming homeless or the school the child or youth last attended, including a preschool. When the child or youth completes the final grade level of a school of origin, then ‘school of origin’ means the school the child or youth would attend at the next grade level. The district must consider what is best for the child or youth when making a decision about which school the student will attend. Placement at the school of origin must be a choice unless doing so is not what is best for the student or is against the wishes of the parent, guardian or unaccompanied youth.
 - *What if there is disagreement about school placement?* If the district places a student in a school that is not the school of origin or a school requested by the parent, guardian or unaccompanied youth, then the parent, guardian or unaccompanied youth may appeal (ask to change) the placement decision. The student will be immediately enrolled in the school that the student or parent asked for while an appeal is being considered. The district homeless liaison listed on this notice will provide information and assistance to appeal a placement decision.

No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education

Referral: Child or Youth who may be Homeless

DISTRICT INFORMATION: Please give this referral form to the following person:

District Liaison: _____ Phone: _____
District Address: _____ Email: _____

REFERRAL SOURCE:

Name or Agency: _____ Title: _____
Email: _____ Phone: _____

STUDENT INFORMATION:

The following children or youth(s) may be homeless.

Student: _____
Current Address or Location: _____
Contact Information (Parent, Guardian, or Other): _____
Name of Current School or School Last Attended (if known): _____

REASON FOR REFERRAL

Please check one of the following as a reason for referral and indicate details. You may attach more information if necessary.

Where is the student currently living? (Please check one)

- checkbox In a motel or hotel due to loss of housing or financial hardship
checkbox In an emergency shelter, transitional housing facility, or abandoned in a hospital
checkbox Sharing another family's house or apartment
checkbox In a car, park, trailer park (this does not refer to a mobile home (trailer) park, this refers to a type of camping ground for fifth wheel camper trailers or other types of movable campers), camping ground, street, public space, substandard housing (housing that does not meet modern standards of living), or an abandoned building
checkbox In a bus or train station
checkbox Moving from place to place (couch surfing)
checkbox In a public or private place not meant to be used as a regular place for people to sleep
checkbox Other: _____

ADDITIONAL COMMENTS (include names of additional children in this family here):

Table with 2 columns: Date Referral Received, Additional Comments/Information. Header: OFFICE USE ONLY

Student Residency Questionnaire

Name of Student: _____ Date of Birth: _____
(mm/dd/yyyy)

Person completing form:

- Parent or guardian Unaccompanied youth (a youth that does not live with a parent or guardian)
 Youth Other: _____

Name: _____

Email: _____ Phone: _____

Please answer these questions about the student's residency. The information you provide is confidential and protected by the law called the Federal Education Rights and Privacy Act. We use this information to decide which schools students should attend. We also use this information to make sure the rights of a child, youth or an unaccompanied youth are met based on a law called the McKinney-Vento Homeless Assistance Act.

1. Is the student's address a temporary living arrangement? Yes No
 2. Is the student's living arrangement due to loss of housing or financial hardship? Yes No

If the answer to any of the above is YES, please complete the following:

Where is the student identified above currently living? (Please check one)

- In a motel or hotel due to loss of housing or financial hardship
 In an emergency shelter, transitional housing facility, or abandoned in a hospital
 Sharing another family's house or apartment
 In a car, park, trailer park (this does not refer to a mobile home (trailer) park, this refers to a type of camping ground for fifth wheel camper trailers or other types of movable campers), camping ground, street, public space, substandard housing (housing that does not meet modern standards of living), or abandoned building
 In a bus or train station
 Moving from place to place (couch surfing)
 In a public or private place not meant to be used as a regular place for people to sleep
 Other: _____

Last school the student attended:

School: _____ District: _____
 City: _____ State: _____

Name of Parent, Guardian or education decision maker:

Name _____ Signature: _____
 Name _____ Signature: _____
 Address: _____
 City: _____ Signature: _____
 Home Phone: _____ Work Phone: _____
 Cell Phone: _____ Email: _____

OR

Student (if an unaccompanied youth that is homeless):

Name _____ Signature: _____
 Address: _____
 Email: _____ Phone: _____

If a child, youth or unaccompanied youth is NOT living in permanent housing, proof of residency and other documents (health, school records, etc.) normally needed for enrollment are NOT required. The child, youth or unaccompanied youth must be enrolled immediately in his or her school of origin, the school where other children attend that is in the area where the student is currently living, or another school that the student may attend based on what is best for the student.

OFFICE USE ONLY			
Date Completed:	Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No	District Representative:	Comments:

Notice of Educational Services for Children and Youth that are HomelessDate: _____
(mm/dd/yyyy)

Welcome to our school and school district. Your student is eligible to receive services offered by the district based on your answers on the Student Residency Questionnaire. These services are required under the McKinney-Vento Homeless Assistance Act, a federal law that says that children or youth who do not have a fixed, regular, and adequate nighttime residence are classified as homeless. *Fixed means the home is connected to the ground and is not easy to move. Regular means a place where the child sleeps every night. Adequate means the home meets modern standards of living. Students eligible for services under this law must be living in one of the following types of situations; living in a shelter, living in a hotel or motel due to financial hardship, living in an unsheltered situation, or living with friends or family members due to financial hardship.* The district staff member listed here will help introduce you to the educational programs for students that are homeless and make sure you are provided services. This person will also help you to complete forms or request records we may need, such as previous school and immunization records.

District Liaison: _____ Phone: _____

Our school district actively enrolls and provides services for children and youth that are homeless. We provide the same educational services to all students without regard to their home living situation. Students that are homeless do not have to attend a separate school. They have the right to be in all programs that they qualify for. Children, youths, and unaccompanied youth (a youth that does not live with a parent or guardian) that are homeless also have rights that include:

- Based on what is best for the child or youth, the child or youth can continue to attend the “school of origin” or be immediately enrolled in any public school where the student now lives. This includes any school that students who are not homeless attend that is in the area where the child or youth now lives.
- Being given services without delay, such as transportation and meal programs.
- Other appropriate services and programs, such as programs for:
 - gifted children;
 - children with disabilities;
 - English learners;
 - career and technical education;
 - and preschool.
- Help in school through the district’s federally funded Title I program. A student that is homeless can receive Title I services even if the student is not attending a Title I funded school.
- School activities for parents or guardians and family engagement.
- Participation in athletics, fine arts, or other extra-curricular activities.
- Being treated the same as students who are not homeless by school personnel;

Your child or an unaccompanied youth can immediately enroll in school while education records and information are being obtained. The child or unaccompanied youth may attend the school of origin, the last school attended, or the school in the attendance zone where the student is currently living. A list of schools the student may attend is included at the end of this letter.

‘School of origin’ means the school the child or youth attended before becoming homeless or the school the child or youth last attended, including a preschool. When the child or youth completes the final grade level of a school of origin, then ‘school of origin’ means the school the child or youth would attend at the next grade level. The district must consider what is best for the child or youth when making a decision about which school the student will attend. Placement at the school of origin must be a choice unless doing so is not what is best for the student or is against the wishes of the parent, guardian or unaccompanied youth.

Placement Request and Recommendation

Name of Student: _____ Date of Birth: _____
(mm/dd/yyyy)

Parent or Guardian: _____

Address or Location: _____

Email: _____ Phone: _____

The district will keep a student at the school of origin whenever possible unless it is not what is best for the student or is against the wishes of the parent, guardian, or unaccompanied youth. The student may attend any of the schools listed below.

1. School of origin: _____
2. Last School attended (if known): _____
3. School zone where child lives: _____
4. Other school child may attend: _____

If you do not agree with this placement, you have the right to appeal (ask to change) this decision. Appeals are made to the district liaison named on the first page. You will be given more information and help to appeal. The student will be immediately enrolled in the school requested by the parent, guardian, or unaccompanied youth while the appeal is being considered.

We look forward to having you attend our schools. We want parents to become actively involved in their child's education and in our schools.

Welcome!

School District Placement Decision

Name of Student: _____ Date of Birth: _____
(mm/dd/yyyy)

Parent or Guardian: _____

Address or Location: _____

Email: _____ Phone: _____

Placement Requested: _____

District Recommended Placement: _____

The district feels that it is in the student's best interests to attend the school listed above. This decision was made because we believe it is what is best for the child. Here are the reasons for that decision:

You have the right to appeal (ask to change) the placement decision. During an appeal, a child or youth must be immediately enrolled in the school chosen by the parent, guardian, or unaccompanied youth while the appeal is being considered.

- I want to appeal the school district's placement decision
- I do not want to appeal the school district's placement decision

Parent/Guardian/Youth Signature: _____ Date: _____
(mm/dd/yyyy)

Please contact the following person to begin the appeal process:

Name: _____ Title: _____

Location: _____ Phone: _____

Schools Available for Placement

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

School: _____

Address or Location: _____

Placement Request and Recommendation

Name of Student: _____ Date of Birth: _____
(mm/dd/yyyy)

Parent or Guardian: _____

Address or Location: _____

Email: _____ Phone: _____

The district will keep a student at the school of origin whenever possible unless it is not what is best for the student or is against the wishes of the parent, guardian, or unaccompanied youth. The student may attend any of the schools listed below.

1. School of origin: _____
2. Last School attended (if known): _____
3. School zone where child lives: _____
4. Other school child may attend: _____

If you do not agree with this placement, you have the right to appeal (ask to change) this decision. Appeals are made to the district liaison named on the first page. You will be given more information and help to appeal. The student will be immediately enrolled in the school requested by the parent, guardian, or unaccompanied youth while the appeal is being considered.

We look forward to having you attend our schools. We want parents to become actively involved in their child's education and in our schools.

Welcome!

School District Placement Decision

Name of Student: _____ Date of Birth: _____
(mm/dd/yyyy)

Parent or Guardian: _____

Address or Location: _____

Email: _____ Phone: _____

Placement Requested: _____

District Recommended Placement: _____

The district feels that it is in the student's best interests to attend the school listed above. This decision was made because we believe it is what is best for the child. Here are the reasons for that decision:

You have the right to appeal (ask to change) the placement decision. During an appeal, a child or youth must be immediately enrolled in the school chosen by the parent, guardian, or unaccompanied youth while the appeal is being considered.

- I want to appeal the school district's placement decision
- I do not want to appeal the school district's placement decision

Parent/Guardian/Youth Signature: _____ Date: _____
(mm/dd/yyyy)

Please contact the following person to begin the appeal process:

Name: _____ Title: _____

Location: _____ Phone: _____

End of Services Notice

Name of Student: _____ Date of Birth: _____
(mm/dd/yyyy)

Dear Parent or Guardian,
 This letter is to inform you that your child is no longer eligible for services provided under the law called the McKinney-Vento Homeless Assistance Act. Your child is no longer eligible because your family has obtained a “fixed, regular, and adequate nighttime residence”. Fixed means the home is connected to the ground and is not easy to move. Regular means a place where the child sleeps every night. Adequate means the home meets modern standards of living.

The services listed here may have been provided to your child under the McKinney-Vento Act:

- Free breakfast, free lunch, or both
- Title I services (based on your child’s educational needs),
- Transportation to _____ (school)
- The right to attend _____ (school) your child’s school of origin (if known).

Your child may still qualify for these services based on your family’s income and your child’s educational needs. Please contact your child’s school to obtain an application for free or reduced lunch. You may contact your child’s school to find out if your child will continue to receive services in the Title I program.

Please contact the district enrollment office to find out if your child will continue in the school they attended last year, or if they will need to enroll in a different school closer to your new home.

District Enrollment Contact: _____

Email: _____ Phone: _____

If your living situation changes, or if you do not have permanent housing for your family, please contact the McKinney-Vento District Liaison listed below. The District Liaison will help you find out if your child is still eligible for McKinney-Vento services.

District Contact/Liaison: _____

Email: _____ Phone: _____

Sincerely,

Name: _____ Title: _____

Email: _____ Phone: _____

OFFICE USE ONLY		
Date Sent:	Response Date:	Comments:

Notice of Duties of District Liaison for Students that are Homeless

Our school district actively enrolls and provides services for children and youth that are homeless. Our school district is required to have a District Homeless Liaison by the McKinney-Vento Homeless Assistance Act. This letter is to inform you of the duties of the District Homeless Liaison.

Our District's Homeless Liaison is: _____

Email: _____ Phone: _____

If you need assistance understanding this letter, please contact the District Homeless Liaison listed above. Do you need an interpreter? Please tell us and we will make sure one is available.

The district liaison must make sure that:

- Children and youths that are homeless are identified by school personnel by reaching out to and coordinating activities with other entities and agencies;
- Children and youths that are homeless are enrolled in school. Children and youths that are homeless have a full and equal opportunity to do well in school;
- Families, children and youths that are homeless have access to and receive educational services they are eligible for. This includes services through Head Start programs (including Early Head Start programs) under the Head Start Act (42 U.S.C. 9831 et seq.), early intervention services under Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.), and other preschool programs administered by the school district;
- Families, children and youths that are homeless receive referrals to health care services, dental services (tooth care), mental health and substance abuse services, housing services, and other appropriate services;
- The parents or guardians of children and youths that are homeless are informed of the education opportunities and education related opportunities available to their children. They are provided with meaningful opportunities to be involved in the education of their children;
- Public notice of the educational rights of children and youths that are homeless is distributed to locations where parents or guardians of such children and youths, and unaccompanied youths often go, including schools, shelters, public libraries, and soup kitchens. This notice must be understandable to the parents and guardians of children and youths, and unaccompanied youths that are homeless;
- Enrollment disagreements are handled as required by the McKinney-Vento Act, Section 9102(g)(3)(E);
- The parent or guardian of a child or youth, and any unaccompanied youth that is homeless, is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school the child or youth that is homeless is enrolled in based on what is best for the student as described in the McKinney-Vento Act, Section 9102(g)(1)(A);
- School personnel providing services from the McKinney-Vento Act receive training and other support; and
- Unaccompanied youths (youths that do not live with a parent or guardian) who are homeless—
 - are enrolled in school;
 - have the same education opportunities as other students. This includes opportunities to meet the same challenging State academic standards as the State establishes for other children and youth. This includes through procedures for identifying and removing barriers that prevent children and youths that are homeless from receiving credit for full or partial courses satisfactorily completed while attending a prior school, as required by State, local, and school policies; and
 - are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (20 U.S.C. 1087vv) and that the youths may obtain assistance from the local educational agency liaison to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 483 of such Act (20 U.S.C. 1090).

Authorization to Request and Release Information

Date: _____
(mm/dd/yyyy)

Name of Student: _____

Parent or Guardian: _____

This letter is an official document that gives the school district permission to ask for certain information and give out information about you and your student. This information is needed so that the school district can help get services for you, your student, or both. We will keep personal information confidential and only use this information when needed. If you need assistance understanding this letter, please contact:

Name: _____ Title: _____

Email: _____ Phone: _____

Do you need an interpreter? Please tell us and we will make sure one is available.

I authorize employees of _____ to request and release any records, reports (including academic and behavioral reports), evaluations, documents, and any other information in our possession regarding me, my family, or both to other organizations, agencies, or businesses for the purpose of obtaining resources on my or my family's behalf. I have been fully informed that this information may include the following:

- Eligibility for certain programs
- Academic Progress, including academic reports and tests
- Service Plans
- Social History
- Financial and other benefits
- Information related to health, including mental health and drug, or alcohol use, or both; and
- Behavioral reports

I understand that all staff members of _____ have an obligation under law to keep all information confidential concerning my child and my family.

I also understand that the following agencies and organizations may be included in my authorization to release and request information. (please initial all that apply.)

I authorize all the agencies marked below to release and request information regarding myself and my children.

- | | |
|--|--|
| <p>_____</p> <p>_____ Colleges or Universities</p> <p>_____ Local Housing Authority</p> <p>_____ Faith Based Agencies</p> <p>_____ Other _____</p> | <p>_____ Temporary Shelters</p> <p>_____ TANF (Temporary Assistance for Needy Families)</p> <p>_____ Local Public Assistance</p> <p>_____ Hospitals, Clinics and Other Medical Treatment Centers</p> |
|--|--|

This authorization to request and release information will not last for more than one year and will expire on the following date _____ (mm/dd/yyyy).

The information in this form has been explained to me. I understand the information that may be released and the information that may be requested. I also understand that there are laws protecting the confidentiality of authorized information. I understand that this authorization is voluntary and is valid until the request is fulfilled. I further understand that I may cancel this authorization in writing at any time. Canceling this authorization does not apply to any action based on this authorization that has already been taken.

Parent or Guardian Signature: _____ Date: _____

(mm/dd/yyyy)

Staff Signature: _____ Date: _____

(mm/dd/yyyy)

Documentation of Independent Student Status for the FAFSA Unaccompanied Youth that is Homeless

Date: _____
(mm/dd/yyyy)

Name of Student _____ State Student ID: _____ Date of Birth: _____
(mm/dd/yyyy)

Address: _____

Email: _____ Phone: _____
(if no address is available, please list a name, phone number and mailing address of current contact or caregiver):

This is an official document for use by an unaccompanied youth (a youth that does not live with a parent or guardian) that is homeless to prove the student is eligible for independent status for the purpose of applying for financial aid to attend college. Keep this document for your records.

This information is provided by the McKinney-Vento School District Liaison.

As per the College Cost Reduction and Access Act (Public Law 110-84), I am authorized to document this student's living situation and determine his or her independent student status as an unaccompanied homeless youth or unaccompanied, self-supporting youth at risk of homelessness. No further verification by the Financial Aid Administrator is necessary. Should you have additional questions or need more information about this student, please contact me at the number or e-mail address listed below.

This letter is to confirm that _____ (*student name*) was (**check one**):

- an unaccompanied homeless youth.**

This means that _____ (*student name*) was living in a homeless situation, as defined by Section 725 of the McKinney-Vento Act, and was not in the physical custody of a parent or guardian.

- an unaccompanied, self-supporting youth at risk of homelessness.**

This means that _____ (*student name*) was not in the physical custody of a parent or guardian, provides for his or her own living expenses entirely on his or her own, and is at risk of losing his or her housing.

Authorized Signature:	Date: (mm/dd/yyyy)
Print Name:	Phone:
Title:	
Agency:	

¹ "Youth" is defined in the 2016-2017 FAFSA notes as age 21 and under. However, per the July 29, 2015, Dear Colleague Letter issued by the U.S. Department of Education, applicants between the ages of 21 to 24 and who are unaccompanied and homeless or self-supporting and at risk of homeless qualify for a homeless youth determination, and will be considered independent.