

Schuylkill Haven Procedures for Displaced Students

Part A – General Process for Homeless Students

1. Review student's rights under McKinney-Vento with parent and provide ECYEH brochure. During the meeting, complete homeless intake form and student questionnaire.
2. Enroll immediately with or without required documents OR keep enrolled in district of origin.
3. If parent does not have required documents for enrollment, start process of getting documents from previous district.
4. Give student full access to school program, including extra-curricular activities.
5. Set up transportation services immediately if needed.
6. If the student has an IEP, immediate enrollment and participation is required while obtaining IEP from the previous school.
7. Make any necessary referrals to district and community resources.
8. If there are pre-school age children in the family, make referrals to Head Start or Early Education programs if the parent wishes.
9. Add student to the necessary online data information sites.
10. Inform the food service department that the student should receive free breakfast/lunch.
11. Be sure the student has all necessary supplies to attend school.

Unenrolled homeless students

1. Parent opts to enroll child in resident district – follow Part A procedure.
2. Parent opts to remain in the district of origin
 - a. Notify the homeless liaison from the district of origin of the family's situation.
 - b. Work with the district of origin to set up transportation if needed.
3. Unaccompanied Youth
 - a. Youth is considered an independent student
 - b. Follow district's written policy on how they work with the independent status of unaccompanied youth.
 - c. Youth may enroll him/herself in school or remain in district of origin and sign all paperwork.
 - d. If the educating district deems it necessary, assign a school administrator to sign for the student.
 - e. If the adult where the student is residing is willing, he/she may sign for the student and complete a caregiver form. This is not an affidavit.

Enrolled student becomes homeless

1. Family residing temporarily in another district and continues to attend district of origin, follow Part A procedures and the following:
 - a. Inform residing district of family
 - b. Set up transportation immediately back to district of origin (family has the right to continue in the school of origin and to receive transportation services for the rest of the school year even after becoming permanently housed).
2. Family decides to withdraw from district of origin and enroll in district residing.
 - a. Inform family of the benefits of remaining in the district of origin from continuity of education.
 - b. Forward all necessary paperwork to residing district.
 - c. Inform residing district of family's decision.