

## Homeless Procedure

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency) or missed the district's application or enrollment deadlines. Parent(s)/guardian(s) are required to submit contact information to the district's homeless coordinator. The Superintendent shall ensure that each homeless student is provided services comparable to those offered to other students within WCS, including transportation, special education services, programs in career and technical education, programs for gifted and talented students, and school nutrition.

**For more information, refer to SCSS Policy [6.503](#) or visit the SCSS website**

Upon enrollment:

- I. School enrollment personnel will have the parent/guardian or unaccompanied youth complete the McKinney-Vento Housing Form and return to the school office.
- II. School personnel must notify the district homeless liaison immediately. The liaison will setup a meeting to determine specific educational needs and ensure:
  1. Homeless students are identified and have access to education and support services.
  2. Coordinate with local social service agencies.
  3. Coordinate transportation, transfer of records, and other interdistrict activities with other LEAs.
  4. Coordinate transportation to the school of origin or choice for homeless students.
  5. Refer homeless students and their families to health care services, dental services, mental health and abuse services, and housing services.
  6. Assist in obtaining immunizations, medical or immunization records,, and any additional assistance needed.
- III. Parents/guardians or unaccompanied youth will sign the Housing and Educational Rights Notification Form.

## **Transportation:**

If a student transfers from a surrounding school system, consultation is conducted the student's LEA of origin and the current LEA. This consultation information is brought to the meeting with the parent in order to assist in the determination of where the student will attend school based on their best interest. Stewart County Schools serve students in two elementary schools (PK-5), one middle school (6-8), and one high school (9-12). Transportation is provided to the student's school of origin if the team determines this is the best interest of the student. Factors that are considered in placement include the age of the child of youth; the distance of a commute and the impact it may have on the student's education; safety issues; a student's need for special instruction (special education and related services); the length of students' anticipated stay in a temporary shelter or other temporary location; and the time remaining in the school year.

The decision will be guided by using the SCSS McKinney-Vento Transportation Options form.

## **Procedure for making medical, school, and other records available to schools or for obtaining records in a timely manner:**

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record and shall not be considered directory information. The LEA's homeless liaison will work off any information given at the time of enrollment to locate any records the student may have - including attendance at previous schools.

## **Procedure to assist 9-12 homeless students to receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school:**

Upon enrollment, school counselors will work to collect all secondary coursework completed by the youth - including academic work outside of the LEA. This includes reaching out to any school the youth has attended in the past to receive transcripts. If the youth has completed partial work, the LEA will work with the youth via an online instructional platform to complete the work and finish out their credits. The counselor will establish an individualized plan for each student identify as being homeless. The goal of the counselor will to get/keep the youth on track to receive a high school diploma and expose them to post-secondary opportunities and funding sources.

**McKinney-Vento dispute resolution process:**

To file a formal dispute at the LEA level, parents/guardians or unaccompanied youth must complete the McKinney-Vento Dispute Request Form and return it to the LEA liaison. **If the dispute arises over school selection or enrollment in a school, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute.** The LEA's form will follow the four levels of dispute resolution: 1. Homeless Liaison, 2. Director of Schools, 3. State Coordinator, 4. State Assistant Commissioner of Federal Programs. The McKinney-Vento Dispute Request Form is posted on the LEA's website.