

Appendix E:

Enrollment Packet:

Written Notification of Enrollment Decision

Student Residency Form

Determining Feasibility of School Placement

Missing Enrollment Documentation Affidavit

Caregiver's Authorization Form

Parent Pack



Written Notification of Enrollment Decision

To be completed by the receiving school when an enrollment request is denied.

Date: _____

Person completing form: _____

Title: _____

School: _____

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, the following written notification is provided to:

Parent or Guardian: _____

Student(s): _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

You have the right to appeal this decision by completing the second page of this notice or by contacting the school district's local homeless education liaison.

Liaison's name: _____

Title: _____

Phone number: _____

In addition:

- The student listed above has the right to immediately enroll in the school of choice pending resolution of the dispute.
- You may provide written or verbal documentation to support your position. You may use the form attached to this notification.
- You may contact the state coordinator for homeless education.

Contact information for the state coordinator:

- You may seek the assistance of advocates or attorneys.

A copy of our state's Enrollment Dispute Resolution process for students experiencing homelessness is attached.

Written Notification of Enrollment Decision

To be completed by the parent, guardian, caretaker, 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: _____

Student(s): _____

Person completing form: _____

Relation to student(s): _____

I may be contacted at (phone or e-mail): _____

I wish to appeal the enrollment decision made by: _____

School: _____

I have been provided with:

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

Optional: You may include a written explanation to support your appeal in this space or provide your explanation verbally.

The school provided me with a copy of this form when submitted. _____ (Initial)

Student Residency Form

This form is intended to address requirements of the McKinney-Vento Act, Title X, Part C of the No Child Left Behind Act. The question below is to assist in determining if the student meets the eligibility criteria for services provided under the McKinney-Vento Act. *In the event the child is not staying with his/her parent(s) or guardian(s), use the caregiver's authorization form to address guardianship issues.*

Where does the student stay at night?

_____ in a shelter

_____ other location not appropriate for people (e.g., abandoned building)

_____ in a motel/hotel

_____ temporarily with more than one family in a house, mobile home, or apartment (because the family doesn't have a place of its own)

_____ in a car

_____ other

_____ at a campsite

School: _____

Name of student: _____ Birthdate: _____

I, (name) _____ declare as follows:

1. I am the parent/legal guardian of (name of student) _____ who is of school age and is seeking admission to _____ School District.
2. Since (date) _____ our family has not had a permanent home.

I declare under penalty of perjury under the laws of this state that the information provided here is true and correct and of my own personal knowledge and that, if called upon to testify, I would be competent to do so.

Name: _____

Signature: _____

Date: _____

I receive my mail at: _____

Phone number: _____

Address: _____

E-mail Address: _____

I can be reached for emergencies at: _____

Adapted from materials by the California Department of Education and the San Antonio, Texas, Independent School District. As with any legal document, the local educational agency's legal counsel should be consulted.

Determining Feasibility of School Placement

The McKinney-Vento Act requires schools to consider the school of origin as the first option in school enrollment. Parents may choose the school of origin or the school in the residency area where the child is currently living. The following individuals may be consulted in determining what placement is in the child's or youth's best interest:

- The homeless child
- The parents or caretakers of the homeless child
- Homeless shelter personnel
- Representatives of social service agencies
- School district homeless education coordinators
- School social workers
- School counselors

It is the school district's responsibility to determine the school of origin and residency and to resolve any conflict concerning the school placement that is in the best interest of the student. Whenever possible, the school district is to comply with the parents'/caretakers' wishes. If the school district and parents do not agree on the appropriate placement, the state's enrollment dispute resolution procedure must be followed. The student should be enrolled in the school parents have chosen during the resolution process. If schools of residency and origin are in different districts and determined as the best placement, the local homeless education liaisons from both districts must work together to arrange transportation.

The McKinney-Vento Act states that once a child has been identified as homeless, residency requirements do not apply. The federal law requires that a child or youth experiencing homelessness attend one of the following:

- The *school of origin*: The school that the child last attended before experiencing homelessness or the school where the student was last enrolled.
- The *school of residency*: The school identified by the attendance zone in which the student is currently physically staying.

Enrollment should take place immediately.

A form is provided to assist in determining feasibility of school placement and that placement decisions are in student's best interest.

Adapted from materials developed by the Missouri Department of Elementary and Secondary Education.



Determining Feasibility of School Placement

Date: _____

Please provide the following information for the schools the child previously attended. List the most recent school first.

Dates of attendance	School name/ district/state	Living arrangement at the time

1. Are the school of origin and the school of residency in the same public school district or in different districts?
2. What is the child's desire concerning the school of his/her best interest?
3. What is the opinion of the parent or caregiver concerning the child's school of best interest?
4. What is the distance and time spent on travel from the current residence to the school of origin?
5. If transportation is not currently available back to the school of origin, how can it be arranged?
6. What time of year is it (near the end of the school year, the summer)?
7. How long did the child attend the school of origin? Were meaningful social and educational relationships established?
8. Are there specified people in the school of origin who have been providing support or assistance to the family or child experiencing homelessness?

9. Are there special programs, such as gifted, bilingual, or remedial education, in which the child has been participating at the school of origin?
 - If yes, please name.
 - Are they available at the school of residency?
10. Based on knowledge of the family situation, how long is the family likely to remain at the current residence?
11. What is the likelihood that the family experiencing homelessness will once again establish residency in the attendance area of the school of origin?

Recommendation:

Individuals consulted to determine the feasibility of school placement and that the placement is in the student's best interest:

Signature(s) of the individual(s) making the recommendation:

Adapted from materials developed by the Missouri Department of Elementary and Secondary Education.

Sample Affidavit For Missing Enrollment Documentation

State: _____

School district: _____, to-wit:

_____, being first duly sworn upon oath, based upon his/her personal knowledge, answers the following questions as noted in his/her handwriting on this and the attached page, which are propounded by duly authorized officials of the _____ (district) concerning a pupil's missing enrollment

documentation for the following:

- | | |
|--|--|
| <input type="checkbox"/> Proof of residency | <input type="checkbox"/> Immunization record |
| <input type="checkbox"/> Proof of guardianship | <input type="checkbox"/> School physical/health record |
| <input type="checkbox"/> Proof of identity | <input type="checkbox"/> School record |
| <input type="checkbox"/> Birth certificate | |

In accordance with the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, (P. L. 107-110), states and localities are required to address barriers to the enrollment of students meeting the definition of homelessness.

1. What is your name?
2. Have you been advised by an official of the district, and do you understand that you are required to answer the questions contained in this affidavit as a condition to the enrollment and admission of a pupil into the district because of an inability to supply the district with the necessary enrollment documentation checked earlier on this affidavit?
3. Do you understand that giving a false or otherwise untrue answer to any of the questions in this affidavit could result in a criminal charge of perjury being brought against you?

This sample may be used to develop a state or local affidavit to facilitate the enrollment of students who are experiencing homelessness. It is recommended that the attorney for the local education agency using an adaptation of this document be consulted.



4. Do you understand that when a question in the affidavit asks if you have knowledge of or if you know of an instance or situation, it means that you are expected to relate any knowledge you may have about the incident, whether it be personal knowledge or information received from other people, and to relate the source of your knowledge and information?
5. What is the full name of the pupil you wish to enroll in this district?
6. What are the age, date, and place of birth of the pupil being enrolled in this district?
7. Who are the parents, parents by legal adoption, legal guardians, or persons having legal custody of the pupil being enrolled?
8. Where is the pupil currently staying?
9. Do you have legal custody imposed by a court order or have you been designated as a court-appointed guardian for the pupil being enrolled?

What court entered such order and what type of case was it (i.e., custody hearing, etc.)?

10. Why are you unable to present of copy of documentation for the items checked on page 1 for the student that you are enrolling?
11. To the best of your knowledge has this pupil ever been reported to any law enforcement agency as a missing child?

If the response to question #11 is yes, identify by name and address the law enforcement agency and date of report.

This sample may be used to develop a state or local affidavit to facilitate the enrollment of students who are experiencing homelessness. It is recommended that the attorney for the local education agency using an adaptation of this document be consulted.



12. Is this affidavit being used to enroll a pupil who is missing immunization records, health records, school records, or proof of identity?

If the response to #12 is yes, give the following information:

- For missing immunization or health records, do you understand that you must obtain the necessary medical documentation and provide a copy to the school?
- For missing school records, what was the name and location of the last school the student attended?

Date

Signature

This sample may be used to develop a state or local affidavit to facilitate the enrollment of students who are experiencing homelessness. It is recommended that the attorney for the local education agency using an adaptation of this document be consulted.

Note: Districts may choose to request that this be notarized.



Caregiver's Authorization Form

This form is intended to address the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (P.L. 107-110) requirement that homeless children are to have access to education and other services. The McKinney-Vento Act specifically states that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian.

Instructions:

- To authorize enrollment in school of a minor, complete items 1 through 4 and sign the form.
- To authorize enrollment and school-related medical care, complete all items and sign the form.

The minor named below lives in my home, and I am 18 years of age or older.

1. Name of minor: _____
2. Minor's birthdate: _____
3. My name (adult giving authorization): _____
4. My home address: _____
5. Check one or both (for example, if one parent was advised and the other could not be located):
 I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection.
 I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.
6. My date of birth: _____
7. My state driver's license or identification card number: _____

I declare under penalty of perjury under the laws of this state that the foregoing information is true and correct.

Signature _____ Date _____

Adapted from materials produced by the California Department of Education. As with any legal document, the local educational agency's legal counsel should review the document.

Parent Pack

A parent pack can be made or ordered. This pack gives parents one place to keep copies of school records, report cards, immunizations, and other important papers (e.g., birth certificates). The National Center for Homeless Education (NCHE) offers a parent pack folder that is a durable, glossy pocket folder with information to inform parents about school records that should be kept. The NCHE Parent Pack can be ordered by writing to P.O. Box 5367, Greensboro, NC 27453, phoning 800-308-2145 or e-mailing homeless@serve.org.

To make a parent pack, a 12" x 9" mailing envelope may be used. To increase the durability, laminate the envelope after putting the label on it. The label below may be photocopied, cut out, and glued to the front of the envelope to serve as a checklist of the envelope's contents. The local school district may want to customize the label to better meet local needs.

Important documents belonging to:

Contents

- Copy of the school records from the sending school
- Copy of the immunization record
- Birth certificate (or copy)
- Social Security card (or copy)
- Sample of schoolwork

