

## **Appendices A – N**

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**Henry County Board of Education**  
**McKinney-Vento Act**  
**Appendix A—Student Residency Questionnaire**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of School: \_\_\_\_\_ Age \_\_\_\_\_ Grade: \_\_\_\_\_

**Please answer the questions below concerning your residency. The information you provide is confidential. The purpose of this information is to ensure the rights of your child and youth under the McKinney-Vento Law (42 US code 11431 and Title X under ESEA/JNCLB).**

1. Is your address a temporary living arrangement? ☐ Yes ☐ No
2. Is your living arrangement due to loss of housing or economic hardship? ☐ Yes ☐ No

**If you answered YES to either of the above questions, please complete the remainder of this form. If you answered No to both questions, you may stop here.**

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

- ☐ In a motel/hotel
- ☐ In a shelter
- ☐ With another family in a house or apartment due to loss of housing or economic hardship
- ☐ In a car, park, campground, street, or abandoned building
- ☐ Moving from place to place
- ☐ Temporary or emergency foster care
- ☐ Other: \_\_\_\_\_

Last school student attended:

School: \_\_\_\_\_ District: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Name of Parent/Guardian(s):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**OR**

Student (unaccompanied homeless youth):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Home Number \_\_\_\_\_ Work Number \_\_\_\_\_ Cell Number \_\_\_\_\_

If the student is NOT living in permanent housing, proof of residency and other documents normally needed for enrollment are not required and the student is to be enrolled immediately.

**Henry County Board of Education  
Ley McKinney-Vento  
Cuestionario sobre la residencia de los alumnos**

Nombre del alumno: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_  
Nombre de la escuela: \_\_\_\_\_ Edad: \_\_\_\_\_ Grado: \_\_\_\_\_

**Responda las siguientes preguntas sobre su residencia. La información que proporcione es confidencial. El propósito de esta información es garantizar los derechos de su hijo en conformidad con la Ley McKinney-Vento (Artículo 42 del Código de Estados Unidos, 11431 y Artículo X en conformidad con ESEAINCLB).**

1. ¿Su dirección corresponde a una vivienda temporal? ☐ Sí ☐ No
2. ¿Su vivienda temporal se debe a la pérdida de vivienda o dificultades económicas? ☐ Sí ☐ No

**Si respondió Sí a alguna de las preguntas anteriores, complete el resto del formulario. Si respondió No a ambas preguntas, termine aquí.**

**4Dónde vive actualmente el alumno? (Marque una opción)**

- ☐ En un motel/hotel
- ☐ En un albergue
- ☐ Con otra familia en una casa o departamento debido a la pérdida de vivienda o dificultades económicas
- ☐ En un automóvil, parque, campamento, calle o edificio abandonado
- ☐ Se desplaza de un lugar a otro
- ☐ Con una familia adoptiva temporal o de emergencia
- ☐ Otra: \_\_\_\_\_

última escuela a la que asistió el alumno:

Escuela: \_\_\_\_\_ Distrito: \_\_\_\_\_  
Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_

**Nombre de padre/madre/tutor(es):**

**N o m b r e : F i r m a : - - - - -**  
Nombre: \_\_\_\_\_ Firma: \_\_\_\_\_

**0 BIEN**

**Alumna (menor sin hogar y solo):**

**N o m b r e : F i r m a : \_\_\_\_\_**  
Dirección: \_\_\_\_\_

Número de casa: \_\_\_\_\_ Número de trabajo: \_\_\_\_\_ Número de celular: \_\_\_\_\_

**Si el alumno NO vive en una vivienda permanente, no se requieren pruebas de residencia ni otros documentos que normalmente se solicitan para la inscripción, y debe inscribirse el alumno de inmediato.**

**HENRY COUNTY SCHOOLS  
PROCEDURES FOR ADMITTING HOMELESS STUDENTS  
APPENDIX B**

1. Students will be admitted to Henry County Schools regardless of gender, race, religious beliefs, national origin, ethnic group, disability, or other protected status.
2. Homeless students will be admitted within the Henry County attendance zone regardless of residential status and pending receipt of required records of immunizations. The application process for free and reduced-price meals can be expedited. When necessary, academic fees will be provided through various sources including PTA, faith-based community organizations, and federal homeless funds.
3. The school guidance counselor will provide the address of the Henry County Health Department and directions to assist in securing the required records of immunizations.
4. The Attendance Supervisor will assign in-coming students a student number until other records are received (Soc. Security number/Birth Certificate are not required).
5. Henry County Schools will maintain a complete list of all homeless students.
6. The Henry County Schools' policies and procedures regarding homeless students will be communicated to school personnel at the beginning of each school year through a combination of professional development training, memoranda, LEA website, and/or e-mails.

**HENRY COUNTY SCHOOLS  
SCHOOL ENROLLMENT DISPUTE FORM  
APPENDIX C**

School Name \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_

School Telephone Number

School Fax Number

Student's Name \_\_\_\_\_

Current Address \_\_\_\_\_

E-911 Address (Street Address) \_\_\_\_\_

City

State

Zip Code

Current Telephone Number \_\_\_\_\_

**Complainant Information**

(Please Print)

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

City

State

Zip Code

*Note: Student Information regarding address, telephone number, information protected by Everyday School Records Act can be released only to parent, guardian, the student, or a person specifically designated as a representative of the parent or guardian.*

Name of school that complainant chooses student to be immediately enrolled in and/or transported to/from until dispute is resolved: \_\_\_\_\_

Is this the *school of origin*? \_\_\_\_\_

If no, from which school was the student transferred? \_\_\_\_\_

Reason for the complaint:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complainant signature \_\_\_\_\_

Date \_\_\_\_\_

**School Use Only**

Principal's Action on the Complaint

Taken within \_school day(s) after receiving notice of the complaint.

Date Central Office contact person was notified of the dispute: \_\_\_\_\_

Action taken by the Principal to resolve the dispute: \_\_\_\_\_

Was the dispute resolved? \_\_\_\_\_

*Fax this form to the central office contact person on the day of the complaint.*

# **HENRY COUNTY SCHOOLS**

## **HOMELESS CHILDREN AND YOUTH EDUCATION PROGRAM**

### **DISPUTE RESOLUTION PROCESS (DRP)**

Homeless Liaison \_\_\_\_\_ Contact information \_\_\_\_\_

Reason for placement:

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#### **DRP Procedures**

- 1. Please complete the attached form (Appendix C) and return it to the school in which the student is presently enrolled (attention: Principal) within 3 working days. If you need assistance completing the form please contact Jill Barber at 334-585-2206 ext. 1227.**
- 2. After the Dispute Form has been returned the school principal and the Henry County Schools Homeless Liaison will take action on the complaint within 3 working days (response on Appendix D).**
- 3. You will be notified by phone, mail or conference.**
- 4. If the results of the DRP are not satisfactory, you may appeal to the State Department of Education Homeless Liaison at 334-694-4516.**

**Until the DRP is completed the student will be provided "immediate enrollment" in the school of choice which includes full participation in all school activities.**

**\*\*\*If you have any questions contact Homeless Liaison Jill Barber at the Henry County Board of Education. (334-585-2206, ext. 1227)**

### LEA Dispute Resolution Check Sheet

1. Do you have a dispute resolution process that relates directly to McKinney-Vento homeless issues?
2. Does your dispute resolution process (DPR) include the requirements for written notice? And does the written notice include the following items?
  - A. Contact information for the LEA homeless liaison
  - B. Brief and simply stated reasons for placement decision
  - C. A step-by-step description of how to dispute the school district's decision
  - D. Notice of the right to enroll immediately in the school of choice pending resolution of the dispute
  - E. Notice that "immediate enrollment" includes full participation in all school activities
  - F. Notice of the right to appeal to the State if the district-level resolution is not satisfactory

**\*If your district requires written notification or forms to be filled-out by parents or guardians or the unaccompanied homeless youth, does the district provide an avenue for those parents/guardians who may not read or write? Will assistance be provided by an impartial person?**
3. Does the DPR include timelines for:
  - A. Providing written notice to parent or unaccompanied homeless youth
  - B. Parent or unaccompanied homeless youth to appeal to LEA
  - C. LEA to respond to parent or unaccompanied homeless youth with decision
  - D. Timeline for parent or unaccompanied homeless youth to initiate a state level appeal
4. Does the DPR state the student must be immediately enrolled in school of preference during a dispute?

**HENRY COUNTY SCHOOLS  
DISTRICT ENROLLMENT DISPUTE FORM  
APPENDIX D**

Student's Name \_\_\_\_\_ SS#: (optional) \_\_\_\_\_

School Name \_\_\_\_\_ Grade \_\_\_\_\_

**District Action on Complaint**

Taken within \_\_\_\_\_ school days after receiving notice of the complaint. Was the complaint resolved at the district level? \_\_\_\_\_ yes \_\_\_\_\_ no

If the dispute was resolved at the district level, describe the action taken by the county homeless liaison to resolve the dispute to the satisfaction of the complainant:

If the dispute was not resolved to the satisfaction of the complainant, did the county homeless liaison convene a meeting of the interested parties to attempt resolution of the dispute? yes no

If yes, when and where did the meeting take place? Describe the outcome of the meeting.

If no, will a meeting be held for resolution purposes? When? Where?

If a resolution cannot be derived at the district level, the county homeless liaison should assist the complainant in contacting service organizations to provide technical assistance to the complainant. Did the county homeless liaison assist the complainant in this manner? yes no

Name of service organization contacted for assistance \_\_\_\_\_

Was the dispute resolved? \_\_\_\_\_ Date? \_\_\_\_\_

Describe the resolution.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Homeless Liaison

**HENRY COUNTY SCHOOLS  
HOMELESS LIAISON RESPONSIBILITIES  
APPENDIX E**

The homeless liaison shall work to ensure that homeless children and youth, including preschoolers are identified, enrolled in school, and receive all eligible services to facilitate student academic success. The responsibilities listed below are not all-inclusive but shall be primary duties of the liaison. The homeless liaison shall ensure that:

- Homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;
- Homeless students enroll in, and have full and equal opportunity to succeed in the schools of the district;
- Homeless children and youth receive educational services for which they are eligible, including preschool programs administered by the school system, and referrals to health, mental health, dental and other appropriate services;
- Parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children;
- Parents and guardians and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services;
- Transportation cost disputes between the school system and school system of enrollment are resolved;
- Sensitivity and confidentiality training is provided to appropriate school personnel regarding the needs of homeless children and youth;
- Enrollment disputes are mediated in accordance with requirements of the McKinney — Vento Act;
- Public notice of the educational rights of homeless students is disseminated to locations where children and youth receive services under the Act;
- Required reports concerning the homeless education program are submitted to appropriate agencies and the State Department of Education; and
- Evaluation of the homeless education program is conducted annually and necessary program and implementation adjustments are made in a timely manner.

## EVALUATION

### APPENDIX F

Date \_\_\_\_\_

Evaluators \_\_\_\_\_

**Notice of Educational Services  
For Homeless Children and Youth  
Appendix G**

Welcome to our school and school district. The following district staff member has been assigned to help introduce you to the various educational programs and services that are available. This person will also assist you in completing or requesting any paperwork or records we may need to have on file:

Local Liaison Name: Jill Barber

Telephone: 334-585-2206 Ext. 1227

School Address: 300 N. Trawick St, Abbeville, AL 36310

Our school and school district provide equal access and comparable services to all students regardless of their home living situation. Homeless students are not required to attend a separate school for homeless youth and have the right to benefit from programs for which they are eligible. Some examples of these programs are for students who are disabled, gifted, limited-English proficient, or participate in vocational education and preschool programs.

You also have the right to be enrolled immediately in school and to participate in and benefit from such programs as:

- Free or reduced-price school lunch program
- Title I services (that may include additional academic support such as before or after school programs, summer school, help in the regular classroom, etc.)
- Transportation services

School of origin\*: \_\_\_\_\_

Most recent school attended: \_\_\_\_\_

Requested placement by student or parent: \_\_\_\_\_

Recommended placement at the following school: \_\_\_\_\_

Reason for placement at recommended school: \_\_\_\_\_

\*School of origin is the school the student attended while permanently housed or the school in which he/she was last enrolled. The district will, to the extent feasible, keep children and youth at their school of origin unless doing so is contrary to the choice of the parent or guardian.

if you or your parent or guardian are not in agreement with this placement, you have the right to appeal this decision. The person named above will provide you with more information and assistance regarding the appeal process. You will be immediately enrolled in the school you or your parent requested while the appeal is pending.

We look forward to having you as a member of our student body and encourage parents to become actively involved in their child's education and in our schools.

Welcome! \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

**OFFICE USE ONLY**

| Student ID # | Student Name | Date Distributed | Name of Parent/Guardian | Current Location of Student |
|--------------|--------------|------------------|-------------------------|-----------------------------|
|              |              |                  |                         |                             |

## Henry County Board of Education

### Aviso sobre servicios educativos para menores sin hogar

#### Appendix G

Bienvenido a nuestra escuela y nuestro distrito. Se ha asignado a la siguiente persona del distrito para que te de a conocer los diversos programas y servicios educativos que ofrecemos. Esta persona tambien te ayudara a completar o solicitar todos los formularios o antecedentes que debamos recopilar para nuestros archivos

Nombre del enlace local: Jill Barber

Telefono: 334- 585- 2206, ext. 1227

Direction de la escuela 300 N. Trawick St. , Abbeville, AL 36310

Nuestra escuela y distrito escolar proporcionan igualdad de acceso y servicios comparables a todos los estudiantes sin importar su situation de vivienda. Los estudiantes sin hogar no tienen que asistir a una escuela distinta destinada solo para jóvenes sin hogar y tienen el derecho de beneficiarse de los programas para los cuales califiquen. Existen, entre otros, programas para **estudiantes** discapacitados, superdotados, con **aptitud limitada en ingles** o programas de educación vocational o preescolares.

Td tienes derecho a matricularte inmediatamente en la escuela y a participar en, y beneficiarte de, programas como:

- Programa de almuerzos gratuitos o de precio reducido
- Servicios del Titulo I (que pueden incluir apoyo académico adicional como programas antes y despues de clases, escuela de verano, ayuda en In sala de clases regular, etc.)
- Servicios de transporte

Escuela de origen\*:

\_\_\_\_\_

Escuela de asistencia mas reciente:

\_\_\_\_\_

Asignacion solicitada par el estudiante or el padre:

\_\_\_\_\_

Se recomienda asignaciOn en is siguiente escuela:

\_\_\_\_\_

RazOn de asignaciOn en la escuela recomendada:

\_\_\_\_\_

\*La escuela de origen es la escuela a la que asistio el estudiante cuando tenla una vivienda permanente o la dltima escuela en la que estuvo matriculado. El distrito, hasta el punto que sea posible, mantendra a los menores en sus escuelas de origen a menos que ello sea contrario a la voluntad de los padres o el apoderado legal.

Si td, o tus padres o apoderado **legal no** estan de acuerdo con esta asignación, tienen **el derecho de apelar a esta decision.**

**La persona antedicha te entregara information y ayuda sabre el proceso de apelación.** Tti seras inmediatamente matriculado en la escuela que to o tus padres solicitaron mientras se resuelve la apelaciOn.

Nos cornplace que seas uno de nuestros estudiantes e incentivamos a los padres a que participen activamente en la educacion de sus hijos y en nuestra escuela.

*iBienvenido!*

\_\_\_\_\_  
Nombre

\_\_\_\_\_  
Titulo

\_\_\_\_\_  
Número telefónico

\_\_\_\_\_  
Dirección de correo electrónico

#### OFFICE USE ONLY

| Student ID | Student MOW | Date Distributed | Name of Parent/guardian | Student's Home Address |
|------------|-------------|------------------|-------------------------|------------------------|
|            |             |                  |                         |                        |

**Henry County Board of Education**  
**Public Notice**  
**Education Rights of Homeless Children and Youth**

***Appendix H***

The school district is actively seeking to enroll children and youth who are homeless. If you are homeless or know of a child or youth that is homeless and not attending school, please contact the following person who will provide information and assistance during the enrollment process:

Local Liaison Name: Jill Barber

Telephone: 334-585-2206 Ext. 1227

School Address: 300 N. Trawick St, Abbeville, AL 36310

- *Who is considered "homeless"?* Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings. If you are not sure, please call.

*What are the education rights of homeless children and youth?* Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:

- Immediate enrollment in school and, when desired or feasible, at the "school of origin."
  - Prompt provision of necessary services such as transportation and meal programs.
  - Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, preschool.
  - Academic assistance through the district's federally funded Title I program.
  - Parent or guardian involvement school activities.
- *What is the "school of origin"?* The term 'school of origin' means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district's responsibility to consider the best interests of the child or youth when making a decision regarding what school to attend. Consideration must be given to placement at the school of origin unless doing so is contrary to the wishes of the parent or guardian.
  - *What if there is disagreement regarding school placement?* The parent, guardian or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. **The** person indicated above will provide information and assistance regarding such an appeal.

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

| <b>OFFICE USE ONLY</b> |                  |                                             |                             |                  |
|------------------------|------------------|---------------------------------------------|-----------------------------|------------------|
| Student Name           | Date Distributed | Date School/District<br>Notified of Student | Current Location of Student | School of Origin |
|                        |                  |                                             |                             |                  |

## Henry County Board of Education

Aviso p**u** blic**o**

## Derechos educativos de menores sin hogar

## Appendix H

El distrito escolar esta buscando activamente a menores sin hogar para matricularlos en la escuela. Si ill estas sin hogar o conoces a un menor que este sin hogar y no asista a la escuela, por favor comunícate con la siguiente persona quien to entregara informacion y ayuda durante el proceso de matr**f**cula.

Nombre del enlace local: Jill Barber

Telefono: 334-585-2206 ext. 1227

Dirección de la escuela: 300 N. Trawick St., Abbeville, AL 36310

*¿Quien es un nu. nor "sin hogar"? Cualquier =nor que no asista a la escuela y que no tiene una residencia nocturna fija, regular y adecuada se considera que no tiene hogar. Esto incluye a los menores que comparten hospedaje con otros debido a la perdida de sus hogares o dificultades econ**o**micas. Tambien incluye a los menores que vixen en hoteles, sitios de campamento, albergues de emergencias, autom**o**viles, autobuses, estaciones de trenes, u otros lugares similares, Si no estas seguro por favor llama.*

- *¿Curiles son los derechos educativos de los nienores sin hogar? Nuestras escuelas proporcionan acceso igualitario y comparable a todos los estudiantes sin importar su situation habitacional. Los menores sin hogar tienen derechos espec**f**licos que incluyen:*
  - a. Matr**f**cula escolar inmediata y, cuando se desee o sea posible, en la "escuela de origen".
  - b. Entrega oportuna de servicios necesarios como transports y programas de comidas.
  - c. Servicios y programas de apoyo pertinentes para los cuales califiquen, como programas para estudiantes superdotados, discapacitados, educaci**o**n vocacional y preescolares.
  - d. Ayuda academica mediante el programa del T**f**tulo I del distrito financiado con fondos federales.
  - e. Actividades de participaci**o**n para padres o apoderados.

*¿Que es la "escuela de origen"? El termino "escuela de origen" signitica la escuela a la que asistio ei menor cuando tenfa una vivienda permanente o la Oltima escuela en la que estuvo matriculado. Es responsabilidad del distrito considerar lo que sea mejor para el menor al tomar una decision sobre la escuela a la que asistira. Se debe considerar la asignacion en la escuela de origen a menos que ello sea contrario a la voluntad de los padres o el apoderado legal.*

- *¿Que pasa si hay un desacuerdo con respecto a la escuela asignada? Los padres, el apoderado legal, o un menor sin compafi**a** (que no este bajo la custodia ffsica de una de sus padres o un apoderado) pueden apelar la asignaci**o**n si el distrito asigna al menor a una escuela que no sea la de origen o aquella solicitada por los padres, el apoderado o el menor sin compaiifa. El estudiante sera matriculado inmediatamente en la escuela que solicitaron los padres o el mismo mientras se resuelva la apelaci**o**n. La persona antedicha entregara information y ayuda en relaci**o**n con esta apelaci**o**n.*

A ningfin menor se le debe negar una education p**u**blica pertinente gratuita

| OFFICE USE ONLY |                  |                                          |                                  |                  |
|-----------------|------------------|------------------------------------------|----------------------------------|------------------|
| Student Name    | Date Distributed | Date School/District Notified of Student | Current Location On/Off District | School of Origin |
|                 |                  |                                          |                                  |                  |

**HENRY COUNTY SCHOOLS  
HOMELESS CHILDREN AND YOUTH EDUCATION PROGRAM  
NEEDS ASSESSMENT**

**APPENDIX I**

\_\_\_\_\_  
**School/System**

\_\_\_\_\_  
**School Year**

**School level needs identified from information on Homeless Student Roster and other sources:**

**Academic Needs: (tutoring, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Physical Needs: (transportation to school of origin, school supplies, free meals, clothing, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Health Needs: (medical, dental, mental, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Social Needs: (violence prevention and behavioral counseling, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Needs:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Principal/Counselor/Liaison**

**HENRY COUNTY SCHOOLS  
HOMELESS CHILDREN AND YOUTH EDUCATION PROGRAM  
APPENDIX J  
ROSTER OF IDENTIFIED STUDENTS  
(Based on Residency Questionnaire)**

**School** \_\_\_\_\_ **School Year** \_\_\_\_\_

| <b>Name</b> | <b>School/Grade</b> | <b>*ID<br/>Code</b> | <b>Services<br/>Needed/Provided</b> | <b>Academic<br/>Info.</b> |
|-------------|---------------------|---------------------|-------------------------------------|---------------------------|
|             |                     |                     |                                     |                           |
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|             |                     |                     |                                     |                           |

**\*(1) in a shelter; (2) with more than one family in a house or apartment; (3) in a motel, car, or campsite; (4) with friends or family members(other than parent/guardian)**

\_\_\_\_\_  
**Liaison**

**HENRY COUNTY SCHOOLS  
HOMELESS CHILDREN AND YOUTH PROGRAM  
SCHOOL COMPLIANCE  
CHECKLIST**

**APPENDIX K**

**SCHOOL** \_\_\_\_\_

**DATE** \_\_\_\_\_

|                                                                                                                                                                                                                                                                                                                                                                                                       | Yes | No | Initials |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------|
| <b>1. Enrollment</b> -Immediately enrolls students without barriers.                                                                                                                                                                                                                                                                                                                                  |     |    |          |
| <b>2. Identification</b> -All new enrollees complete a <i>Residency Questionnaire</i> . The homeless identification process is handled confidentially and, for those identified, a copy of the completed <i>Residency Questionnaire</i> is sent to the LEA Homeless Program Coordinator on day of identification. <i>Residency Questionnaires</i> are kept in a separate folder, not in cumm. folder. |     |    |          |
| <b>2a.</b> An up-to-date list of students being served is on file in school counselor's office and in the LEA Homeless Program Coordinator's office.                                                                                                                                                                                                                                                  |     |    |          |
| <b>3. Assessment</b> -Ensures that identified students participate in all state assessments.                                                                                                                                                                                                                                                                                                          |     |    |          |
| <b>4. Placement</b> - <i>School of origin</i> issues are addressed appropriately.                                                                                                                                                                                                                                                                                                                     |     |    |          |
| <b>5. Services</b> - Provides free meals and other school needs for identified students. Ensures inclusion in regular instructional programs which provide students with meaningful access to the systemwide educational program in the least restrictive manner possible and with comparable facilities and materials to those used for all other students.                                          |     |    |          |
| <b>6. Communication</b> -Homeless Children and Youth Program Plan/Procedures including the "Warning Signs of Homelessness" document will be communicated to all school personnel.                                                                                                                                                                                                                     |     |    |          |

**Completed by** \_\_\_\_\_ **Principal** \_\_\_\_\_

APPENDIX L

**APPROVAL**

This Henry County Homeless Children and Youth Plan has been developed/revised jointly with, and agreed on with teachers, administrators and parents of children participating in Title I, Part A programs.

Henry County Schools will make this plan available to all interested parties including parents of participating Title I, Part A children on or before October 15.

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Henry County Board of Education

This revised plan was approved by the Henry County Board of Education on \_\_\_\_\_.

## **HENRY COUNTY SCHOOLS ENROLLMENT PROCEDURE**

### **APPENDIX M**

Admission Procedure for Homeless, Migratory, Immigrant, and Limited English Proficient Students - Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2001 No Child Left Behind Act and the McKinney-Vento Homeless Education Act of 2001, all homeless, migrant, immigrant, and English language learners must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the procedure of the Henry County School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

Disclosure of Social Security numbers (SSN) is voluntary only. SSN's are used by the district for the limited purpose of properly identifying students for record-keeping and transcripts and are kept confidential. The lack of or refusal to provide a SSN will have no impact on the district's enrollment decision. Students who enroll without a social security number will be assigned an alternate identification number by the Attendance supervisor.

The enrollment of homeless, migrant, immigrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

Lack of birth certificate

Lack of school records or transcripts

Lack of immunization or health records

Lack of proof of residency

Lack of transportation

Guardianship or custody requirements

Lack of social security number

**\*\*\* No child is to be denied enrollment in any school or participation in school activities and programs based on the immigration status of the child or the child's parents/guardians.**

Upon arrival of potential new enrollees:

1. Immediately begin preliminary enrollment by asking the enrollees to complete:
  - a Residency Questionnaire (check this for information while they complete other forms)
  - other forms (including Home Language Survey)
2. Conduct follow-up conversation to:
  - determine homeless, migrant, immigrant, and limited English proficient children status.
  - a. **If homeless, expedite free lunch status and complete enrollment or facilitate the school of origin provisions. If migrant, expedite free lunch status and complete enrollment. If immigrant and/or limited English proficient, complete enrollment.**
  - b. **If not homeless, migrant, immigrant, and/or limited English proficient,**
    - confirm full-time residence is in attendance zone\* (all schools have same requirements)

In the event that parents cannot provide proof of residency, the following information should be required for those who claim some type of shared residency arrangement:

- Proof of residency from the County Registrar of Voters; or
- Current vehicle registration showing residency property address; or
- One other bill mailed to you at your residential address; or
- A cancelled check in your name for the current month showing resident property address, or
- A copy of any bill in which you pay as part of the residence agreement that shows the residence property address, or
- Drivers' license with correct residency property address may be used, however, **Alabama Driver's license and/or state-issued ID are not required and a child will not be barred from enrollment if parents lack these documents.**

-If they do not reside full-time in school attendance zone, direct them to appropriate school/system.

-If they reside full-time in attendance zone proceed to no. 3.

3. a. If they have all documents complete the enrollment process, including Power School

**Documents:**

**\*\*\*Immunization (Blue) Form**

**\*\*\*Birth Certificate (not required—may be used to verify age but lack of certificate will not bar a child from enrolling)**

**\*\*\*Social Security Card (not required—lack of document will not bar a child from enrolling)**

**\*\*\*Proof of Residency (Alabama Driver's license or state-issued ID are not required and a child will not be barred from enrollment if parents lack these documents.)**

**\*\*\*Disciplinary records – board policy states that students must be in good standing. We will not accept a student who is serving an expulsion. Any disciplinary actions given by the previous school but not completed, will be completed in our system.**

**\*\*\*Guardianship—if student is not living with a parent. Guardianship document must contain two components—(1) awarding of guardianship and (2) acceptance of guardianship. Note: Court Order or DHR Safety Plan takes precedence over guardianship. We do not accept “Educational Guardianship” documents, only legal guardianship.**

b. If they do not have all documents, contact previous school and attempt to determine grade placement and status of other documents (immunization, guardianship, lunch status, Sp. Ed., 504, etc.).

-Temporarily enroll for 5 (five) business days pending receipt of all documents. Complete attached form, keep original, and give parent/guardian a copy.

-Complete enrollment in PowerSchool upon receipt of all documents.

***\*Homeless, migrant, immigrant, and/or limited English proficient, enrollees do not have to provide proof of residency.***

***\*\*Homeless, migrant, immigrant, and/or limited English proficient, enrollees do not have to provide any documentation items at time of enrollment. School personnel will assist them in obtaining school records, immunization forms, etc. Do not withdraw homeless, migrant, immigrant, and/or limited English proficient, students because of lack of ability to obtain documents.***

***Note: Unaccompanied youth do not have to provide guardianship documents.***

**ALABAMA DEPARTMENT OF EDUCATION**  
**Title I Homeless Set-Asides**  
**Frequently Asked Questions**  
**APPENDIX N**

(All responses to the questions below were provided by the U.S. Department of Education.)

**1. Are Districts that are 100% Title I still required to reserve Title I, Part A funds for homeless students?**

No, it is only required that districts provide comparable services, so if all schools in the district receive Title I funds, a set-aside for homeless students is not mandatory. Districts may, however, *choose* to set aside additional funds to serve homeless children and youth.

**2. What types of services may a Local Educational Agency provide to homeless students with funds reserved under Section 1113(c) (3) of Title I?**

An LEA may use funds reserved under this section to provide services to eligible children and youth experiencing homelessness in both Title I and non-title I schools that are comparable to services provided to non-homeless students in Title I schools. Services provided should assist such children in meeting the State's challenging academic content and standards.

An LEA has the discretion to use reserved funds to provide a homeless student with services that are not ordinarily provided to other Title I students and that are not available from other sources. For example, where appropriate, an LEA at its discretion may provide a student with an item of clothing to meet a school's uniform requirement so that student may effectively take advantage of educational opportunities.

If your district has students who meet the definition of homelessness according to McKinney-Vento, listed below are some strategies on how you may use your Title I homeless set-aside funds. These funds can be used to assist homeless students in both Title I and non-Title I schools. Funds may be used for:

- Case management
- Homeless awareness activities
- Testing fees
- Evaluations
- Before school/after school programs
- Homework assistance
- Mentoring
- Tutoring
- Supplemental instruction
- Enrichment activities

School supplies  
Supplies for special projects  
Activities fees  
Domestic violence counseling  
Graduation fees  
Referrals (medical, dental, etc.)  
School uniforms, graduation caps, gowns  
Support local homeless liaison position  
Services to attract, engage, and retain homeless children in school  
Services to enable students to enroll in, attend, and succeed in school  
Fees and costs associated with tracking, obtaining, and transferring records of homeless students  
Violence prevention counseling  
Excess transportation costs (not currently provided to housed or homeless students)  
Parent education for parents of homeless students

**3. Can Title I, Part A set-aside funds pay for rental assistance to prevent a child from losing housing?**

No.

**4. Can Title I, Part A set-aside funds pay for clothing for young children of homeless teen parents?**

No.

**5. Can Title I, Part A set-aside funds pay for medical/dental services for homeless students?**

Yes, as a last resort, provided funds are not reasonably available from other public or private sources to provide such services (see section 1115(e) (2) (B)).

**6. Can Title I, Part A set-aside funds pay for eyeglasses for homeless students?**

Yes, as a last resort, provided funds are not reasonably available from other public or private sources to provide such services (see section 1115(e) (2) (B)).

**7. Can Title I, Part A set-aside funds pay for birth certificates from homeless students?**

Yes, if there is no other way to obtain the required record and not having one would prevent the child from having access to school.

**8. Can Title I Part A set-aside funds pay for GED testing for homeless school-age students?**

Yes.

**9. Can Title I, Part A set-aside funds be used to pay for immunizations for homeless students?**

Yes, as a last resort, provided funds are not reasonably available from other public or private sources to provide such services (see section 1115(e) (2) (B)).

The following expenses may not be paid using Title I, Part A set-aside funds:

Utilities

Rent/motel/hotel (any housing expenses)

Medical expenses for parents

Physical exams for participation in sports or sports uniforms

**\*\*Gas cards or gift cards from Mobil, Target, Wal-Mart etc. may be used; however, the district must be able to establish a clear audit trail.**

**\*\*Homeless students attending private schools are eligible to receive "comparable services" in terms of Title I support from the school districts in which the student resides.**