

# Office of Student and School Supports

*FOCUS ON PREVENTION IN NEVADA*

## Local Education Agency HOMELESS LIAISON



## TOOLKIT

**2022-2023 SCHOOL YEAR**

Updated May 2022

MCKINNEY-VENTO  
EDUCATION FOR HOMELESS CHILDREN  
& YOUTH  
SCHOOL STAFF RESOURCE PACKET

## **OVERVIEW**

The McKinney-Vento Homeless Education Assistance Act, reauthorized in 2015 by Title IX, Part A of the Every Student Succeeds Act, provides for the delivery of services to remove barriers to the enrollment and retention of homeless children and youth in schools. Every school district or LEA is required to implement the McKinney-Vento Act, including appointing a local homeless liaison who is responsible for ensuring that homeless children and youth are identified, enrolled immediately in school, and linked to services.

School administrators, teachers, and support personnel encounter children and youth experiencing homelessness every day and play a critical role in ensuring that these children and youth are identified and served. As school personnel, you are often the ones who develop trusting relationships with students and families and can be the eyes and ears to identify vulnerable students and ensure that they are linked to services and support.

This packet will guide school personnel in ways to support homeless families, children, and youth. Included are a summary of requirements of the McKinney-Vento Act and state legislation, the role of the local liaison, and both general strategies for school personnel and strategies for specific role groups to help homeless students enroll in school, attend regularly, and succeed academically. Also included are links to additional information and resources.

## **RESPONSIBILITIES OF THE LOCAL LIAISON**

The responsibilities of the local liaison, as specified in federal and state law, are many, varied, and complex. Because the duties are legislatively required, both the local liaison and the LEA, which oversees the implementation of federal and state education laws, are accountable for seeing that all responsibilities are carried out.

## Introduction

The Education for Homeless Children and Youth packet addresses challenges that homeless children and youth face in enrolling, attending, and succeeding in school. Through the implementation of the McKinney-Vento Act, **state educational agencies (SEAs)** must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a preschool education, as non-homeless children and youth. States and school districts or **local educational agencies (LEAs)** are required to undertake steps to remove educational barriers for children and youth in homeless situations.



# McKINNEY-VENTO REQUIREMENTS

## MCKINNEY-VENTO REQUIREMENTS FOR LEAS

An understanding of the requirements that LEAs must carry out to serve homeless children and youth will enable you to know both what you **must** do to follow the law and what you **should** do to help homeless children and youth succeed in school.

Following is a summary of the McKinney-Vento Act's requirements for LEAs in serving homeless children and youth:

The law requires State Plans to ensure that LEAs

- give homeless children and youth opportunities to meet the state's challenging academic standards;
- identify homeless children and youth;
- resolve disputes promptly;
- increase the awareness of all school personnel of the needs of homeless children and youth;
- enable homeless children and youth to participate in federal, state, and local nutrition programs for which they are eligible;
- ensure that preschool-aged homeless children have access to public preschool programs;
- identify unaccompanied homeless youth and youth separated from public schools and link them to appropriate secondary education and support services;
- remove barriers to receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school;
- remove barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs, if available;
- address problems resulting from enrollment delays caused by requirements for immunizations or other required health records; residency requirements; lack of birth certificates, school records, or other documents; guardianship issues; or uniform or dress code requirements;
- revise policies to remove barriers to identification and school retention of homeless children and youth, including barriers to enrollment and retention due to outstanding fees or fines, or absences;
- ensure that homeless children and youth are not stigmatized or segregated on the basis of their homelessness;

- provide transportation, at the request of the parent, guardian, or unaccompanied youth, to and from the school of origin; and
- ensure that school counselors advise homeless youths to prepare for college. [42 U.S.C. § 722(g)(1)]

## MCKINNEY-VENTO REQUIREMENTS

The law also mandates that LEAs

- continue a child’s or youth’s education in the school of origin for the duration of homelessness, according to his or her best interest, or enroll the child or youth in any public school that non homeless students who live in the attendance area where he or she is living are eligible to attend;
  - The term “school of origin” means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
  - “School of origin” includes the designated receiving school at the next grade level for all feeder schools when a child or youth completes the final grade level served by the school of origin.
- immediately enroll a child or youth even if he or she is unable to provide records normally required for enrollment or has missed application or enrollment deadlines during any period of homelessness;
- contact the last school attended to obtain relevant records if enrolling a homeless child or youth;
- assist with obtaining immunization records, other health records, or immunizations, if needed.
- make any record ordinarily kept by the school available when a child or youth enters a new school or school district;
- conduct disputes over eligibility, school enrollment, or school selection according to the LEA’s and SEA’s dispute resolution policy, providing written notice to the parent, guardian, or unaccompanied youth with the school district’s decision and instructions for how to initiate a dispute; and
- treat information regarding a student’s living situation as a student educational record and not directory information. [42 U.S.C. § 722(g)(3)]

### RESOURCES

- Every Student Succeeds Act of 2015 <http://center.serve.org/nche/legis/essa.php>

*Note: Every Student Succeeds Act was updated 2018*

## MCKINNEY-VENTO ACT DEFINITION OF HOMELESS

The term “homeless children and youth”—

(A) means individuals who lack a fixed, regular, and adequate nighttime residence and

(B) includes—

- (i) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- (ii) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- (iii) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children who qualify as homeless because the children are living in circumstances described above. **[42 U.S.C. § 11434a(2)]**

The term “unaccompanied youth” includes a homeless child or youth not in the physical custody of a parent or guardian. **[42U.S.C. § 11434a(6)]**



## STATE LEGISLATION RELATED TO HOMELESS CHILDREN AND YOUTH

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U.S. Department of Education  
LAWS & GUIDANCE ELEMENTARY & SECONDARY EDUCATION

### Part C — Homeless Education

#### SEC. 1031. SHORT TITLE.

This part may be cited as the 'McKinney-Vento Homeless Education Assistance Improvements Act of 2001'.

#### SEC. 1032. EDUCATION FOR HOMELESS CHILDREN AND YOUTHS.

Subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) is amended to read as follows:

### *Subtitle B — Education for Homeless Children and Youths*

#### SEC. 721. STATEMENT OF POLICY.

The following is the policy of the Congress:

- (1) Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
- (2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
- (3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
- (4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

*SEC. 722. GRANTS FOR STATE AND LOCAL ACTIVITIES FOR THE EDUCATION OF HOMELESS CHILDREN AND YOUTHS.*

(a) GENERAL AUTHORITY- The Secretary is authorized to make grants to States in accordance with the provisions of this section to enable such States to carry out the activities described in subsections (d) through (g).

(b) APPLICATION- No State may receive a grant under this section unless the State educational agency submits an application to the Secretary at such time, in such manner, and containing or accompanied by such information as the Secretary may reasonably require.

(c) ALLOCATION AND RESERVATIONS-

(1) ALLOCATION- (A) Subject to subparagraph (B), the Secretary is authorized to allot to each State an amount that bears the same ratio to the amount appropriated for such year under section 726 that remains after the Secretary reserves funds under paragraph (2) and uses funds to carry out section 724(d) and (h), as the amount allocated under section 1122 of the Elementary and Secondary Education Act of 1965 to the State for that year bears to the total amount allocated under section 1122 of such Act to all States for that year, except that no State shall receive less than the greater of —

(i) \$150,000;

(ii) one-fourth of 1 percent of the amount appropriated under section 726 for that year; or

(iii) the amount such State received under this section for fiscal year 2001.

(B) If there are insufficient funds in a fiscal year to allot to each State the minimum amount under subparagraph (A), the Secretary shall ratably reduce the allotments to all States based on the proportionate share that each State received under this subsection for the preceding fiscal year.



## HOW THE LOCAL HOMELESS LIAISON CAN HELP

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The LEA's local homeless liaison plays a key role in implementing the McKinney-Vento Act and supporting school administrators, educators, and personnel in their efforts to identify homeless children and youth and ensure that they are enrolled in school immediately, attend regularly, and succeed academically.

The local liaison in your LEA will

- conduct outreach in the community to identify homeless children and youth, including displaying educational rights posters in places where homeless families are likely to go;
- develop policies and procedures for serving homeless children and youth so that you will know when to make a referral and what services will be provided;
- provide posters on the educational rights of homeless children and youth for display in your school;
- provide you with awareness information and training on the needs of homeless children and youth and the requirements of the McKinney-Vento Act (provide training to the building point of contact, when appointed);
- provide customized technical assistance on specific situations related to a homeless child or youth in your school;
- provide information on effective practices in serving homeless children and youth;
- revise LEA policies that pose barriers to the education of homeless children and youth;
- facilitate the McKinney-Vento dispute resolution process when a disagreement occurs between the LEA or school and a homeless parent, guardian, or unaccompanied youth over eligibility, school enrollment, or school selection;
- communicate with the State Coordinator to keep updated on laws, policies, and resources related to serving homeless children and youth, and communicate these to you;
- collect data on homeless children and youth to provide to the state and U.S. Department of Education, and provide information on numbers and trends of homeless children and youth in the LEA;
- coordinate with programs such as Title I, special education, child nutrition, and pupil transportation to ensure that homeless children and youth are linked with services expeditiously;
- develop and maintain community collaborations and business partnerships to increase resources for homeless children and youth and to make referrals for services, such as health care, dental services, mental health and substance abuse assistance, housing, and preschool;
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- identify local clinics, physicians, dentists, eye doctors, and psychological counselors who will treat homeless families and unaccompanied youth at low or no cost; and
- arrange with local clinics or physicians to provide physicals for school sports participation.

## GENERAL STRATEGIES FOR SCHOOL PERSONNEL

- Have contact information for the local homeless liaison on hand and contact him or her to learn about LEA procedures and policies regarding homeless students.
- When you identify a student who is or may possibly be experiencing homelessness, contact the local liaison right away to ensure that the student is linked to all needed services.
- Participate in trainings to increase your awareness of the needs of homeless students and provisions of the McKinney-Vento Act to address their needs.
- Become familiar with trauma-informed services, understanding that many homeless children and youth have experienced tremendous loss, stress, and in many cases, domestic violence.
- Be on the lookout for indicators that a child or youth may be experiencing homelessness, such as
  - chronic hunger or fatigue;
  - stress and concern about family or where they will go after school;
  - erratic attendance at school;
  - changes in behavior;
  - poor grooming or clothing that draws attention or is worn for several days in a row; or
  - reluctance to part with belongings while at school.
- Encourage the student and build hope for the future.
- Discuss a child's or youth's possible homelessness with him or her or with parents or guardians in a discrete, respectful way, avoiding using the word "homeless." You should use terms like "living in a temporary situation" or "not having a stable place to live."
- Do not disclose information about a student's living situation to anyone other than the local liaison and to other school administrators and school staff only as needed.
- Ensure that the child or youth feels welcome in the school and classroom and has genuine connections to caring adults.

## RESOURCES

- NCHE Training Resources (Webinars and Self-Paced Trainings)  
[http://center.serve.org/nche/web/online\\_tr.php](http://center.serve.org/nche/web/online_tr.php)
- NCHE Potential Warning Signs of Homelessness  
<http://center.serve.org/nche/nche/warning.html>
- National Child Traumatic Stress Network <http://www.NCTNet.org>
- National Center on Family Homelessness “Understanding Traumatic Stress in Children”  
<http://www.air.org/resource/understanding-traumatic-stress-children>

## STRATEGIES FOR TEACHERS

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- Look for indicators that a student may be experiencing homelessness, make a referral to the local homeless liaison.
- Make the classroom a welcoming place for homeless students.
  - Assure the student that you care.
  - Connect a newly enrolled student with other students, such as a lunch buddy.
  - Inform the student of extracurricular activities that may be of interest, and arrange participation.
  - Do not hold homeless students accountable for situations over which they have no control, such as not having a place to do homework or not being able to pay fines.
  - Do not disclose the student's living situation.
- Encourage the student, and hold him or her to high expectations.
- Discuss with the homeless student what his or her school challenges are and connect the student with services or make appropriate accommodations.
  - Adjust assignments so students not living in permanent settings can complete them. (A student living in a hotel room or who has limited supplies may not be able to carry out science activities or bring in newspaper articles or information from the Internet.)
  - Provide a time and place before, during, or after school for a student to complete assignments.
  - Arrange tutoring, supplemental instruction, or counseling expeditiously because many homeless students will be in your school for only a short period of time.
- Assist other students in understanding family homelessness and treating their peers with kindness and respect.
- Look for any signs that other students are teasing or bullying a student who may be experiencing homelessness, and intervene or report the students to the principal.
- Assess students frequently so that you can determine progress even if the student is in your class only a short time.
- Communicate with a student's parents or guardians about their concerns or ways to help their child or youth be more successful in school.
  - Contact the parent or guardian if the student is absent or exhibits concerning behaviors.
  - Personal contact (in person or by phone) is often more effective than sending a letter or email.
- Do not take away students' possessions; homeless students may need the security of having their belongings nearby.

- Before you receive a new student:
  - Prepare a list of your class rules and routines, and post the class schedule.
  - Prepare a new student folder with information for parents and guardians.
  - Maintain a supply of materials for students.
  - Prepare a “get-to-know-you” activity when a new student arrives.

## RESOURCES

- NCHE “Classrooms with Revolving Doors: Recommended Practices for Elementary Teachers of At-Risk and Highly Mobile Students”  
[http://center.serve.org/nche/downloads/eff\\_teach\\_elem.pdf](http://center.serve.org/nche/downloads/eff_teach_elem.pdf)
- NCHE “Classrooms with Revolving Doors: Recommended Practices for Middle Level and High School Teachers of At-Risk and Highly Mobile Students”  
[http://center.serve.org/nche/downloads/eff\\_teach\\_mh.pdf](http://center.serve.org/nche/downloads/eff_teach_mh.pdf)
- NCHE *Students on the Move: Reaching and Teaching Highly Mobile Children and Youth*  
[http://center.serve.org/nche/pr/st\\_move.php](http://center.serve.org/nche/pr/st_move.php)



## STRATEGIES FOR SCHOOL COUNSELORS AND SOCIAL WORKERS

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- Look for indicators that a student may be experiencing homelessness, and make a referral to the local homeless liaison.
- Build trust with students as a caring adult; listen carefully to their wishes and concerns
- Contact the local liaison to make referrals for the student or family for needed services within the LEA and in the community.
- Examine a student’s school record for missing credits, and arrange for the student to recover credit for work partially completed.
- Ask the student what his or her interests are, in what extracurricular activities he or she participated in his or her former school, and then connect the student to appropriate activities.
- Work with the student from a trauma-informed perspective, and link the student to counseling and other supports, as necessary.
- Be aware of risky and unsafe situations in which a youth might be involved; look especially for signs that an unaccompanied homeless youth is being trafficked or is in a dangerous relationship.
- Offer support for a student’s physiological needs (food, clothing), as well as his or her social/emotional needs (safety, security, and belonging).
- Help older students with life skills, such as financial literacy and healthy choices.
- Encourage the student and build hope for the future.
- Encourage students to plan to attend college.
  - Make sure they enroll in college preparatory classes.
  - Arrange for them to visit a college campus.
  - Help older youth with the college search, application, and financial aid process, including completing the Free Application for Federal Student Aid (FAFSA), which allows unaccompanied homeless youth to apply for aid as independent students.

### RESOURCES

- NCHE “Maximizing Credit Accrual and Recovery for Homeless Students” <http://center.serve.org/nche/downloads/briefs/credit.pdf>
- NCHE “Ensuring Full Participation in Extra-Curricular Activities for Students Experiencing Homelessness” [http://center.serve.org/nche/downloads/briefs/extra\\_curr.pdf](http://center.serve.org/nche/downloads/briefs/extra_curr.pdf)
- NCHE “Sex Trafficking of Minors: What Schools Need to Know to Recognize and Respond to Trafficking of Students” <http://center.serve.org/nche/downloads/briefs/trafficking.pdf>

- NAEHCY College Access and Success for Students Experiencing Homelessness: A Toolkit for Educators and Service Providers <http://www.naehcy.org/sites/default/files/dl/toolkit.pdf>

## STRATEGIES FOR SECRETARIES, REGISTRARS, CLERKS AND ADMINISTRATIVE ASSISTANTS

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- Look for indicators that a student may be experiencing homelessness and make a referral to the local homeless liaison.
  - Learn to identify indicators of possible homelessness during the enrollment process, such as
    - a lack of records, such as a birth certificate, immunization records, school and preschool records, address verification;
    - parents who do not know the last school their child attended;
    - attendance at multiple schools;
    - a low-cost motel/hotel address on an enrollment form;
    - statements such as, “it’s a new address; I can’t remember it;” or “we’ve been having a hard time lately;” or “we move a lot and are staying with friends until we find a place.”
  - Include a housing intake form with enrollment materials with a check-off for types of living situations that would indicate homelessness.
  - Ask the family if there are preschool-aged children and include this information in your referral to the local liaison.
- Provide a welcoming environment for families, children, and youth experiencing homelessness.
  - Ensure that posters with the educational rights of homeless children and youth are posted visibly in the registration area and brochures are readily available.
  - Have sensitive conversations in a private area; allow the family or youth to fill out forms in a private area.
  - Inform homeless families, children, and youth that homeless students have the right to remain in their school of origin, if in their best interest, and receive transportation to and from the school of origin; providing this information is required by law;
  - Discuss a child’s or youth’s possible homelessness with him or her and with parents or guardians in a discrete, respectful way, avoiding using the word “homeless.” You should use terms like “living in a temporary situation” or “not having a stable place to live.”
  - Discuss with the parent, child, or youth school policies and routines; provide a tour of the school.
- Enroll the child or unaccompanied youth immediately.

- Ensure that the child or youth is placed in class on the day of arrival, and follow up with the local liaison, child nutrition staff, and pupil transportation department so that services are arranged without delay.
- You don't have to understand or agree with the reasons why an unaccompanied youth left home; youth often will not share the full details of their home situation. Enroll an unaccompanied homeless youth, as any other homeless child or youth.
- Provide a backpack with age-appropriate school supplies and clothing, if needed.
- Contact the parent or guardian when a homeless student is absent (or contact the unaccompanied youth) to identify any challenges with attendance.
- Before a student withdraws, prepare a parent pack with photocopies of the student's records (e.g., academic, health, immunization); samples of the student's work; and contact information for teachers, school counselors, or social workers.
- Provide records immediately for a homeless student when requested by a new school to expedite appropriate placement.
  - Schools must remove barriers to enrollment due to outstanding fees or fines.

## RESOURCES

- NCHE "Enrolling Children and Youth Experiencing Homelessness in School"  
<http://center.serve.org/nche/downloads/briefs/enrollment.pdf>
- Virginia's Project HOPE "Secretaries and Enrollment Personnel: Tips for Ensuring Educational Access and Success for Students Experiencing Homelessness"  
<https://education.wm.edu/centers/hope/liaison/documents/toolkitAppendixL.pdf>
- NCHE Educational Rights Posters and Parent Pack Pocket Folders  
[http://center.serve.org/nche/online\\_order.php](http://center.serve.org/nche/online_order.php)

The McKinney-Vento Homeless Assistance Act ("Act"), 42 U.S.C. 11431 et seq., is a federal law that is designed to ensure that homeless children and youth have the same access as other children to public education, including public preschool programs.



## **Who is protected under McKinney-Vento?**

**Section 725(2) of the McKinney – Vento Act defines homeless children and youth as individuals who lack a “fixed, regular and adequate nighttime residence. This includes children who:**

- *Share the housing of other persons due to loss of housing, economic hardship, or similar conditions;*
- *Live in motels, hotels, trailers or camping grounds due to lack of alternative housing;*
- *Live in shelters;*
- *Have been abandoned in hospitals;*
- *Have been placed out of their home into temporary, transitional or emergency living placement, including STARR programs, and are waiting for a foster care placement;*
- *Have a primary nighttime residence that is not meant for regular sleeping accommodations;*
- *Live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and*
- *Have been “thrown out” or have run away and as a result are not in the physical custody of a parent or guardian and are living in a shelter, on the street, with friends or relatives, or are moving around from one place to another.*

**Also included are migratory children who qualify as homeless because they live in any of the circumstances described above.**

### What rights to students have under McKinney-Vento?

#### **The right to immediate enrollment.**

**A school must immediately enroll a homeless student, even if the student does not have documents normally required for enrollment, such as academic and medical/immunization records or proof of residency. Once enrolled, the Homeless Education Liaison of the school must help the family obtain the necessary records and/or immunizations.**

#### **The right to choose what school to attend.**

Students have the right to continue attending their “school of origin”. The “school of origin” is the school where the child or youth was last enrolled or the school the child or youth was attending when they became homeless. The school district shall keep a student in the “school of origin” unless it goes against the wishes of the parent. The student also has the option of enrolling in school where he is currently living.

- If the school district sends a student to a school other than the school of origin or a school requested by the parent, the district must provide the parent with a written explanation of the decision, which includes the right to appeal the decision to the Stanislaus County Office of Education (SOCE) Homeless Liaison.
- The school district must make placement decisions based on the best interests of the student.
- If a student obtains permanent housing during the school year, the student has the right to stay in their current school until the end of the school year.

#### **The right to transportation.**

The parent or guardian (or, in the case of an unaccompanied youth, the school homeless liaison) of a homeless student may request that transportation be provided to and from school. If the student is still in the same district as the school of origin, the school district must provide transportation. If the student is not living within the district of the school of origin, the district of origin and the district where the student is living must determine how to share transportation costs and responsibility. If the districts cannot come to an agreement, then the responsibility and costs must be shared equally. In general, transportation time should be limited to one hour or less in each direction.

- Please note, the transportation provisions of McKinney-Vento only apply to students who are currently homeless. If a student obtains permanent housing and continues to attend his/her school of origin until the end of the school year, the continued provision of transportation is at the discretion of the district of origin.
- **Remember: The school district must make decisions based on the best interests of the student.**

### **The right to participate in the same programs and activities as other students.**

- Homeless students have the same rights as all other students to participate in School Nutrition, after school and special education programs.
- In order to determine the eligibility for free or reduced price meals, school officials must accept documentation that the student is homeless from the local Homeless Education Liaison or the director of the homeless shelter where the student resides. If a student is temporarily residing with another household, the household size and income of the host family are not taken into consideration when determining the free meal eligibility for the homeless student. However, the host family may include the homeless family as household members if the host family is providing financial support to the family.
- Homeless students who qualify for special education services must be provided appropriate services based on the information that is available to the school. A school may not delay providing such services based on the non-receipt of school records. Homeless children are also included under child find requirements in the Individuals with Disabilities Education Act 20 U.S.C. 1412(a)(3).

*(3) Child find(A) In general*

*All children with disabilities residing in the State, including children with disabilities who are homeless children or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.*

Under the Act, every school district is required to have a Homeless Education Liaison. It is the job of the Liaison to ensure that homeless students have the same opportunities as all other students, which includes ensuring that homeless students are able to attend school, arranging for transportation in a timely manner, keeping the school staff informed of the rights of homeless students and providing appropriate referrals to service providers.

What if the school district challenges enrollment or there is a disagreement about school placement?

SCOE McKinney-Vento dispute resolution.

If a school district challenges the right of a homeless student to attend a district school, the school district must continue to provide transportation and other services to the student until the dispute is resolved.

The dispute resolution process begins when the school district challenges the student's enrollment/continued enrollment in school. The same day the school district challenges the enrollment of the student, the district must notify the Homeless Liaison and the parent/guardian or unaccompanied youth in writing. This notice must include the right of the parent/guardian or unaccompanied youth to appeal the decision. The district must also notify the NEVADA DEPARTMENT of EDUCATION (SCOE) Homeless Liaison/Coordinator the same day and provide them with copies of all notices provided to the parent/guardian or unaccompanied youth.

The Liaison must then provide the parent/youth with a clear, easy-to-understand, written explanation of dispute resolution process and include the contact information for the County Homeless Liaison (SCOE).

The school district then has two working days to determine whether it will continue to challenge the right of the student to be enrolled in school. During this time, SCOE may provide technical assistance to the school on the requirements of McKinney-Vento.

The final decision by the school district must be made in writing by the Superintendent and must state all factual reasons and the legal basis for the decision.

If the final decision of the school district is adverse to the student, the District must provide SCOE and homeless liaison (who then notifies the parent) with a copy of the Rights of Homeless Students under the McKinney-Vento Act the written decision that same day. The parent/youth then has the right to appeal the decision to SCOE.

Once SCOE has received the appeal, the Homeless Liaison has two working days to make a decision. The decision made by SCOE Homeless Liaison is final.

#### **SAMPLE HOUSING INFORMATION FORM**

Your answers will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act. (This may vary based on the identification process utilized by your district).

Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

School \_\_\_\_\_ Phone \_\_\_\_\_

Age \_\_\_\_ Grade \_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip Code \_\_\_\_\_ Is this address Temporary or Permanent? (circle one)

Please choose which of the following situations the student currently resides in (you can choose more than one):

- House or apartment with parent or guardian
- Motel, car, or campsite
- Shelter or other temporary housing
- With friends or family members (other than or in addition to parent/guardian)

If you are living in shared housing, please check all of the following reasons that apply:

- Loss of housing
- Economic situation
- Temporarily waiting for house or apartment
- Provide care for a family member
- Living with boyfriend/girlfriend
- Loss of employment
- Parent/Guardian is deployed
- Other (Please explain)

Are you a student under the age of 18 and living apart from your parents or guardians? Yes      No

### **Housing and Educational Rights**

Students without fixed, regular, and adequate nighttime residences have the following rights:

- 1) Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all of the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations;
- 2) Transportation to the school of origin for the regular school day;
- 3) Access to free meals, Title I and other educational programs, and transportation to extra-curricular activities to the same extent that it is offered to other students.

Any questions about these rights can be directed to the local McKinney-Vento liaison at [Insert phone number] or the State Coordinator at [Insert phone number].

By signing below, I acknowledge that I have received and understand the above rights.

\_\_\_\_\_  
Signature of Parent/Guardian/Unattached Youth Date

\_\_\_\_\_  
Signature of McKinney-Vento Liaison Date