

# Appendix D: Enrollment Tools



Immediate enrollment for children and youth experiencing homelessness is a key provision of the McKinney-Vento Homeless Assistance Act. The enrollment tools contained in this appendix will assist school districts in complying with federal law by enrolling children and youth experiencing homelessness immediately, even if they lack the documentation normally required for enrollment.

## Appendix D includes:

- Sample form: *Student Residency Form*
- Sample form: *Determining Feasibility of School Placement*
- Sample form: *Sample Affidavit for Missing Enrollment Documentation*
- Sample form: *Caregiver Authorization Form*
- Sample form: *Written Notification of Enrollment Decision*

## Additional Resources

- **U.S. Department of Education Draft Non-Regulatory Guidance, Section G; available for downloading at [http://www.serve.org/nche/downloads/guidance\\_jul2004.pdf](http://www.serve.org/nche/downloads/guidance_jul2004.pdf).** Section G of the U.S. Department of Education's Non-Regulatory Guidance deals with the school placement, school enrollment, and eligibility for services of children and youth experiencing homelessness.
- **NCHE enrollment tools; available for ordering at [http://www.serve.org/nche/online\\_order.php](http://www.serve.org/nche/online_order.php):**
  - **Enrollment: Ready Reference for School (enrollment foldout):** This handy foldout pamphlet assists local homeless education liaisons and enrollment personnel in understanding the legal guidelines for the immediate school enrollment of children and youth experiencing homelessness. Its compact size and foldout format make it a great desktop reference.
  - **Parent Pack Pocket Folder:** This sturdy, laminated folder provides parents a place to keep important records and documents related to their children's education. The folder also



includes information on the rights of children and youth experiencing homelessness and helpful tips about enrollment and disenrollment. Available in Spanish and English.

■ **NCHE homeless education issue briefs; available for downloading at <http://www.serve.org/nche/briefs.php>:**

- ***Determining Eligibility for Rights and Services Under the McKinney-Vento Act* brief:** This brief offers step-by-step guidance on determining homelessness among children and youth whose living arrangements vary from the examples given in the McKinney-Vento definition of “homeless”.
- ***Guiding the Discussion on School Selection* brief:** This brief identifies the key provisions of the McKinney-Vento Homeless Assistance Act dealing with the homeless student’s right to attend either the school of origin or the local attendance area school. It includes a helpful checklist to use when approaching the school selection decision.
- ***Prompt and Proper Placement: Enrolling Students Without Records* brief:** This brief offers teachers, school counselors, and other school personnel valuable tools and information to assist in making sound educational decisions for the immediate placement of homeless children and youth in appropriate classroom settings.



# Student Residency Form

This form is intended to address the 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 that the child is not staying with his/her parent(s) or guardian(s), use the caregiver authorization form to address guardianship issues.

Where does the student stay at night?

\_\_\_\_\_ in a shelter

\_\_\_\_\_ in another location that is not appropriate for people  
(e.g., an abandoned building)

\_\_\_\_\_ in a motel/hotel

\_\_\_\_\_ temporarily with more than one family in a house,  
mobile home, or apartment (because the family does not have  
a place of its own)

\_\_\_\_\_ in a car

\_\_\_\_\_ other (in an arrangement that is not fixed, regular, and  
adequate and is not described by the other choices)

\_\_\_\_\_ at a campsite

Name of school: \_\_\_\_\_

Name of student: \_\_\_\_\_ Student's date of birth: \_\_\_\_\_

I, (name) \_\_\_\_\_  
declare as follows:

I am the parent/legal guardian of (name of student) \_\_\_\_\_,

who is of school age and is seeking enrollment in (name of school district) \_\_\_\_\_  
\_\_\_\_\_.

Since (date) \_\_\_\_\_, our family has not had a permanent residence.

Under penalty of perjury under the laws of this state, I declare 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 of person completing the form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

I can be reached for emergencies at: \_\_\_\_\_

*Adapted from materials from the California Department of Education and the San Antonio Independent School District.*

# Introduction to Determining Feasibility of School Placement

The McKinney-Vento Homeless Assistance 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 *local attendance area school*: Any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Enrollment must take place immediately.

The McKinney-Vento Homeless Assistance 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 local attendance area school. The following individuals may be consulted in determining what placement is in the child's or youth's best interest:

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

It is the school district's responsibility to determine the school of origin and local attendance area school 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/caretakers do not agree on the appropriate placement, the state's dispute resolution procedure must be followed. The student should be enrolled in the school that the parents or caretakers (or the student himself/herself, in the case of an unaccompanied youth) have chosen during the resolution process. If the local attendance area school and the school of origin are in different districts and the school of origin is determined to be the best placement, the local homeless education liaisons from both districts must work together to arrange transportation. If the two districts can not reach a mutually agreed-upon arrangement, the two districts must split equally the cost and responsibility of transporting the student to the school of origin.

The following form is provided to assist in determining which placement decision would be in the student's best interest.

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

# Determining Feasibility of School Placement Form

Name of student: \_\_\_\_\_

Date: \_\_\_\_\_

According to the McKinney-Vento Homeless Assistance Act, a homeless child or youth has the right to attend the school of origin or the local attendance area school, according to the best interest of the child:

■ The **school of origin** is defined as:

- the school that the child or youth attended when permanently housed; OR
- the school in which the child or youth was last enrolled

■ The **local attendance area school** (local school) is defined as:

- any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend

This form will assist in determining which placement decision would be in the student's best interest.

**Please provide the following information for the attendance options for the student:**

**School that the child or youth attended when permanently housed:**

Name of school and district:

Dates of attendance:

Living arrangement at the time:

**School in which the child or youth was last enrolled:**

Name of school and district:

Dates of attendance:

Living arrangement at the time:

**Local Attendance Area School**

Name of school and district:

Current living arrangement:

1. Are the school of origin and the local attendance area school in the same school district?

## **Determining Feasibility of School Placement Form (cont)**

2. Which school does the child/youth want to attend? Why?
  
3. Which school does the parent want the child/youth to attend? Why?
  
4. What is the distance and time spent on travel from the current residence to the school of origin?
  
5. If transportation is currently unavailable to the school of origin, how can it be arranged?
  
6. What time of year is it (at the beginning of the school year, near the end of the school year, during the summer)?
  
7. How long did the child/youth attend the school of origin? Were meaningful social and educational relationships established?
  
8. Are there specific people in the school of origin who have been providing support or assistance to the family or child/youth experiencing homelessness?
  
9. Are there special programs, such as gifted, bilingual, or remedial education, in which the child/youth has been participating at the school of origin?  
  
If yes, please describe.  
  
Are these special programs also available at the local attendance area school?
  
10. Based on a knowledge of the family's situation, how long is the family likely to remain at the current residence?

## **Determining Feasibility of School Placement Form (cont)**

11. What is the likelihood that the family experiencing homelessness will reestablish residency in the attendance area of the school of origin?

Based on answers to the previous questions, the school district recommends the following school:

Individuals consulted to determine that this placement is in the student's best interest were:

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

# Sample Affidavit for Missing Enrollment Documentation

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

School district: \_\_\_\_\_

\_\_\_\_\_ (name), 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 name) concerning a student's missing enrollment documentation for the following:

\_\_\_\_\_ Proof of residency

\_\_\_\_\_ Immunization record(s)

\_\_\_\_\_ Proof of guardianship

\_\_\_\_\_ School physical/health record(s)

\_\_\_\_\_ Proof of identity

\_\_\_\_\_ School record(s)

\_\_\_\_\_ Birth certificate

\_\_\_\_\_ Other (please describe below:)

\_\_\_\_\_

You are being asked to answer these questions because you are unable to provide the enrollment documents checked above that are required for enrollment. In accordance with the McKinney-Vento Homeless Assistance Act (P.L. 107-110), states and localities are required to address barriers to the enrollment of students meeting the definition of "homeless". Your completion of this affidavit will facilitate the enrollment of your child(ren) (or of your own enrollment if you are an unaccompanied youth).

1. What is your full name? (name of person completing form)
2. 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? Please circle "Yes" or "No".

Yes / No

3. What is (are) the full name(s) of the student(s) you wish to enroll in this district?
4. What are the age(s), date(s) of birth, and birthplace(s) of the student(s) being enrolled in this district?

## Sample Affidavit for Missing Enrollment Doc'n (cont.)

5. Who are the parents, parents by legal adoption, legal guardians, or persons having legal custody of the student(s) being enrolled? (If you are an unaccompanied youth, please list your parent(s), legal guardian(s), or other adults who help take care of you, such as relatives, caregivers, social workers, etc.)
6. Where is (are) the student(s) currently living? Include the address and type of housing.
7. Do you have legal custody imposed by a court order or have you been designated as a court-appointed guardian for the student(s) being enrolled?

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

8. Why are you unable to present a copy of documentation for the items checked on page 1 for the student(s) that you are enrolling?
9. To the best of your knowledge, has this student (have these students) ever been reported to any law enforcement agency as a missing child (as missing children)?

If the response to question #9 is yes, identify by name and address the law enforcement agency to which the child was reported missing and the date of the report.

10. In order to help the school district locate missing information, please give the following information:

Last school(s) attended (name of school, city or county, and state):

Clinic or medical facility where the student(s) was (were) immunized or received medical treatment (name of facility, city or county, and state):

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Date

Signature

# Caregiver Authorization Form

This form is intended to address the McKinney-Vento Homeless Assistance Act (P.L. 107-110) requirement that homeless children have access to education and other services for which they are eligible. The McKinney-Vento Homeless Assistance Act states specifically 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; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education.

## Instructions:

Complete this form for a child/youth presenting himself/herself for enrollment while not in the physical custody of a parent or guardian.

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

I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor named below.

1. Name of minor: \_\_\_\_\_

2. Minor's date of birth: \_\_\_\_\_

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.*

## Written Notification of Enrollment Decision

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

Date: \_\_\_\_\_

Name of person completing form: \_\_\_\_\_

Title of person completing form: \_\_\_\_\_

Name of school: \_\_\_\_\_

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

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Name of 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.

Name of local liaison: \_\_\_\_\_

Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

In addition:

- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school. You may use the form attached to this notification.
- You may contact the State Coordinator for Homeless Education if further help is needed or desired. Contact information for the State Coordinator:

*You may seek the assistance of advocates or an attorney.  
A copy of our state's 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: \_\_\_\_\_

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: \_\_\_\_\_

Name of School: \_\_\_\_\_

I have been provided with (please check all that apply):

\_\_\_\_\_ A written explanation of the school's decision.

\_\_\_\_\_ The contact information of the school district's local homeless education liaison.

\_\_\_\_\_ A copy of the state's dispute resolution process for students experiencing homelessness.

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

The school provided me with a copy of this form when I submitted it. \_\_\_\_\_ (initial)