

# **Application Packet**

**PARENT AFFIDAVIT OF RESIDENCY**

## HOMELESS CHILDREN AND YOUTH POLICY

The St. Helena Parish School Board recognizes that homelessness alone should not be sufficient reason to separate learners from the mainstream school environment. Therefore, the School Board, in accordance with state and federal law, shall give special attention to ensure that homeless children in the school district have access to a free and appropriate public education and to hopefully ensure that there are no barriers to the enrollment, transportation, attendance and success in school of homeless children and youth.

### DEFINITION

*Homeless children and youth* means individuals who lack a fixed, regular and adequate nighttime residence and include the following:

- 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; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- Migratory children who meet one of the above-described circumstances are also recognized under this definition.

### ENROLLMENT/PLACEMENT

The best interest of the child, with parental involvement, shall be considered in determining whether the child should be enrolled in the school of origin or the school that non-homeless learners who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin. If the youth is unaccompanied by a parent or guardian, the homeless liaison shall consider the views of the youth in deciding where the youth shall be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the District may require a parent or guardian of a homeless child or youth to submit contact information, such as medical emergency information, contact information regarding the parent, guardian, or caregiver.

The District shall provide a written explanation, including a statement regarding the right of appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the District sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child, youth, parent or guardian shall be referred to the District homeless liaison, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, *school of origin* is defined as the school that the learner attended when permanently housed or the school in which the learner was last enrolled.

## CHILDREN IN FOSTER CARE

The School Board shall ensure that a learner who is in foster care pursuant to placement through the Louisiana Department of Children and Family Services shall be allowed to remain enrolled in the public school in which the child was enrolled at the time he/she entered foster care for the duration of the child's stay in the custody of the state or until he/she completes the highest grade offered at the school if the Department of Children and Family Services determines that remaining in that school is in the best interest of the child.

If foster care placement is outside the jurisdictional boundaries of the public school in which the learner is enrolled, the School Board shall be responsible for providing free transportation for the learner to and from a designated location which is within that school district and is located nearest to the child's residence and is determined to be appropriate by the Board and the Department of Children and Family Services.

## SERVICES

Each homeless child or youth shall be provided services comparable to services offered to other learners in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged learners, learners with disabilities and gifted and talented learners; vocational programs and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for learners with limited English proficiency. Homeless learners shall not be segregated in a separate school or in a separate program within a school based on the learners' status as homeless. It is the responsibility of the District homeless liaison, in collaboration with school principals and points-of-contact, to proactively ensure learners experiencing homelessness receive the above services to which they are entitled.

## TRANSPORTATION

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school shall be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless liaison. If the learner begins living in an area served by another School Board, both School Boards shall agree on a method to apportion the responsibility and costs for transporting the child to and from the school of origin. If an agreement cannot be reached, the costs will be shared equally.

## RECORDS

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the learner, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to learners or parents in accordance with the *Family Educational Rights and Privacy Act* and School Board policy.

For the purpose of program administration and state reporting, the District Homeless Liaison shall retain the following records:

- Invoices for materials and supplies for education support services, awareness programs and activities, health or violence prevention counseling, referrals for support or emergency services, before- or after-school programs, transportation, obtaining learner records, and coordinating services;
- Documents and training materials disseminated to schools and community members in reference to enrollment, service, and identification of homeless learners; and
- Completed residency forms, intake forms, databases, and spreadsheets used to track academic progress and attendance.

## ENROLLMENT DISPUTES

If a dispute arises over school selection or enrollment in a school:

1. Unless otherwise provided for in any desegregation order, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
2. The parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision;
3. The child, youth, parent, or guardian shall be referred to the School Board's homeless liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
4. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

#### DISTRICT HOMELESS LIAISON

One individual shall be appointed by the School Board to act as the District's homeless liaison. This position shall ensure any learner experiencing homelessness is identified, enrolled in school, and provided all eligible services to facilitate learner academic success. The School Board appointee is responsible for understanding all federal guidelines as they pertain to the eligibility of children and the provision of services under the McKinney-Vento Homeless Education Act. The School Board shall inform school personnel, service providers, and advocates working with homeless families of the following core duties of the district homeless liaison:

#### Awareness:

- Lead training, outreach, and coordination activities with school personnel, public agencies, and community partners to identify children and youth experiencing homelessness.
- Engage diverse and high-visibility methods (i.e. flyers/pamphlets, social media campaigns, informative letters, community meetings, et al.) for informing families and community members about spotting homelessness, rights and eligibility for McKinney-Vento services, school and district liaison contact information, and ways to get involved.

#### Enrollment, Services, Community Engagement:

- Work with school principals, community resources, and state agencies, to establish and enforce rules and regulations related to Homeless Learners' rights and services.
- Mediate enrollment disputes in accordance with the McKinney-Vento Homeless Assistance Act and the School Board policy.

#### Program Management and Reporting:

- Write and oversee federal and state grants that support the district's homeless learner population.
- Lead annual policy/programmatic reviews with a committee made of school points of contact. Document meeting proceedings and review quantitative and qualitative data needed to assess how the St. Helena Parish School Board meets or fails to meet the McKinney-Vento Homeless Education Act requirements.
- Provide an annual report to the School Board detailing program activities, fiscal management, and committee review findings. This oral report should be given before all required documentation is submitted to the appropriate federal and state agencies.

#### DISCIPLINE – NOT REQUIRED TO ENROLL

Nothing in this policy shall require the enrollment of any child not permitted by another school system to attend school, either permanently or temporarily, as a result of disciplinary actions.

Revised: February 14, 2013

Revised: May 9, 2024



# ST. HELENA

PARISH SCHOOL DISTRICT

## St. Helena Parish School District PARENT AFFIDAVIT OF RESIDENCY APPLICATION

In accordance with St. Helena Parish School District's Learner Enrollment Policy, if a parent is subletting a home or if more than one family shares a living space, the parent must present a notarized Address Affidavit. The affidavit must be signed by both the parent and the primary leaseholder/homeowner. The primary leaseholder/homeowner will be required to submit proof of residency.

### Section B: Parent/Guardian Information

Parent/Guardian Name		Phone Number	
Current Home Address (Physical)	City	State	Zip
Current Mailing Address (if different from physical address)	City	State	Zip
Email address			

### Section C: Primary Leaseholder/Homeowner Information

Primary Leaseholder/Homeowner's Name		Relationship to Parent	
Current Home Address (Physical)			
Anticipated Duration of Stay		Phone Number	
Primary Leaseholder/Homeowner's Signature			Date

**St. Helena Parish School District  
ADDRESS AFFIDAVIT**

**To be completed by the Parent/Guardian:**

I, \_\_\_\_\_ hereby affirm that I reside at:  
*(Parent/Guardian Name)*

\_\_\_\_\_  
*Physical Address of Residence*

\_\_\_\_\_  
*City, State, Zip*

This address is within the boundaries of St. Helena Parish. The primary leaseholder/homeowner is

\_\_\_\_\_. I am the parent of the school-aged child(ren) listed  
*Name of primary leaseholder/homeowner*

below:

Learner's Name (Last, First, MI)	Date of Birth	Grade	Age	Sex: M F
Learner's Name (Last, First, MI)	Date of Birth	Grade	Age	Sex: M F
Learner's Name (Last, First, MI)	Date of Birth	Grade	Age	Sex: M F

**To be completed by the primary leaseholder/homeowner:**

I \_\_\_\_\_, hereby affirm that I am the primary leaseholder/homeowner of the residence above. It is within the boundaries of St. Helena Parish. I understand that by signing this affidavit, I am verifying the residence of the aforementioned individuals.

\_\_\_\_\_  
Primary leaseholder/homeowner name

\_\_\_\_\_  
Signature

**To be completed by Notary:**

STATE OF LOUISIANA, PARISH OF ST. HELENA

SWORN BEFORE ME, THIS \_\_\_\_\_

DAY OF \_\_\_\_\_, YEAR \_\_\_\_\_

\_\_\_\_\_  
NAME OF NOTARY

\_\_\_\_\_  
SIGNATURE