South Newton School Corporation

McKinney-Vento District Plan 2025-2026

Indiana Education for Homeless Children and Youth

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Section 1: Overview

McKinney-Vento Homeless Assistance Act:
The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 10th, 2016 by the Every Student Succeeds Act (ESSA).The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under 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 public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. SEAs and local educational agencies (LEAs) are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

Definition of Homeless (McKinney-Vento Act Sec. 725(2); 42 U.S.C 11435(2)):
Children who lack a fixed, regular, and adequate nighttime residence:

- "Double up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights in South Newton School Corporation:

- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

Procedures for the Dissemination of Educational Rights:

All schools within the South Newton School District shall ensure that public notice of the educational rights of students and families in homeless situations is disseminated where children and youth receive services under the McKinney-Vento Act. Posters of McKinney-Vento rights will be posted in English and Spanish in all school buildings, local shelters, local hotels/motels, local libraries, and local food banks. This will be done in a manner and form understandable to the parents, guardians, and unaccompanied youths (Appendix D).

SECTION 2: IDENTIFICATION AND ELIGIBILITY

Title 1 Services and Funding:
In South Newton School Corporation, all children and youth who qualify for McKinney-Vento services are automatically eligible for Title I, Part A services, whether or not they attend a Title I, Part A school or meet the academic standards required of other students for eligibility (Title I of the Elementary and Secondary Education Act, Sec. 1115(b)(2)(E); 20 U.S.C. 6315(b)(2)(E)). This automatic eligibility acknowledges that the experience of homelessness puts children and youth at significant risk of academic failure, regardless of their previous academic standing. Additionally, all South Newton School Corporation's children and youth who qualify for McKinney-Vento services who are doing well academically are entitled to receive additional non-instructional education related support services needed to succeed in school.

School Selection:
South Newton School Corporation will keep students in homeless situations in their school of origin defined as the school attended when permanently housed or the school in which they were last enrolled, unless it is against the parent or guardian's wishes or unless it is determined to be in the student's best educational interest. Students and youth who qualify for McKinney-Vento Services are eligible to remain in their school of origin for the entire duration in which they are homeless and until the end of any academic year in which they move into permanent housing. Students and youth who qualify for McKinney-Vento Services may also choose to enroll in any public school that students living in the same attendance area are eligible to attend. Upon determining best interest, South Newton School Corporation will utilize the IDOE resource, "Best Interest Determination" checklist, to offer guidance and transparency in decision making.

Procedures to Identify and Verify Eligibility of McKinney-Vento Students:
Every current and returning student in South Newton School Corporation must complete online registration prior to the academic year, and new student enrollment must be completed at the office of the school in which they will be enrolling. One of the forms to be completed online is the South Newton School Corporation's McKinney-Vento Residency Information Form (Appendix A). This South Newton School Corporation McKinney-Vento Residency Information Form will be utilized to determine if the student is facing a homeless situation. Follow-up contact to verify the information provided on the South Newton School Corporation's McKinney-Vento Residency Information Form

will be conducted within 5 days of the completion of enrollment by either the district or a building-level McKinney-Vento liaison.

SECTION 3: SERVICES AND STANDARDS

Transportation:
Each South Newton School Corporation child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in the school selected including transportation services.

South Newton School Corporation will provide students and youth who qualify for McKinney-Vento Services with transportation to and from their school of origin, at a parent or guardian's request. For unaccompanied youth, South Newton School Corporation will provide transportation to and from the school of origin at the request of the District McKinney-Vento Liaison. If the student's temporary residence and the school of origin are in the same district, South Newton School Corporation will provide and/or arrange transportation to and from school. If the student is living outside of the South Newton School Corporation, South Newton School Corporation will assume the responsibility and cost of providing transportation to and from school, and in the event of dispute or need for further coordination, until reaching agreement upon a method to equitably apportion responsibility for and costs of transportation to the school of origin.

Students and youth who qualify for McKinney-Vento Services are eligible to receive these transportation services for the entire duration in which they are homeless.

*** "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. ***

Food Services:
Each South Newton School Corporation child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in the school selected including school nutrition programs. Students and youth who qualify for McKinney-Vento Services are eligible to receive free breakfast and lunch as offered by each school for the entire duration in which they are homeless.

Textbooks and Technology:
Each South Newton School Corporation child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in

the school selected including access to instructional materials, assessments, and technology. Students and youth who qualify for McKinney-Vento Services are eligible to receive free textbooks and technology fees as offered by each school for the entire duration in which they are homeless.

Academic Services & Standards:
Each South Newton School Corporation child or youth facing a McKinney-Vento situation shall be provided services comparable to services offered to other students in the school selected including educational services for which the child or youth meet the eligibility criteria (Title I services, preschool, educational programs for children with disabilities or for students with limited English proficiency), programs in vocational and technical education, and programs for gifted and talented students as available.

SECTION 4: ENROLLMENT

Enrollment Procedures:

Any child or youth who claims to be homeless will be immediately enrolled in South Newton School Corporation, even if they do not have required documents such as:

- school records
- medical records
- proof of residency
- Guardianship papers or other documents.

Enrolling schools must obtain school records from the previous school, and students must be enrolled in school while records are obtained.

The McKinney-Vento District Liaison will assist unaccompanied youth in choosing and enrolling in a school after considering the youth's wishes, informing the youth of their rights to transportation and assisting the youth in accessing transportation, and informing the youth of their right to appeal school or school district decisions. The McKinney-Vento District Liaison must ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that may arise over school enrollment or placement.

Unaccompanied youth have the right to:

- Remain in their school of origin
- Transportation to and from the school of origin
- Immediately enroll in a new school serving the area in which they are currently living even if they don't have typically required documents (e.g. proof of guardianship)
- Equal access to programs and services such as gifted and talented education, special education, vocational education, and English Language Learner services.

South Newton School Corporation shall remove any / all barriers to the enrollment and retention of children and youth in homeless situations. Students in homeless situations shall be free from segregation, isolation, and stigmatization.

*** The term "enroll" is defined as attending classes and participating fully in school activities. ***

*** "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. ***

Appeal and Dispute Processes:

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the dispute resolution process as expeditiously as possible in accordance with the enrollment disputes section of the McKinney-Vento Act as follows:

- Work with the McKinney-Vento District and Building Level Liaisons to ensure that enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney-Vento Act as follows:
    - The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute; INDIANA EDUCATION FOR HOMELESS CHILDREN & YOUTH 7
    - 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 child, youth, parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the Dispute resolution process as expeditiously as possible after receiving notice of the dispute;and
    - In the case of an unaccompanied youth, the McKinney-Vento District Liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

The McKinney-Vento District Level Team consists of McKinney-Vento District Liaison, Building Level Liaisons, and District Transportation Directors.

If a dispute arises over qualification for McKinney-Vento services, the child or youth shall receive all McKinney-Vento rights and services provided by South Newton School Corporation, pending resolution of the dispute. The child, youth parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the dispute resolution process as expeditiously as possible in accordance with the McKinney-Vento Act as follows:

- Work with the McKinney-Vento District and Building Level Liaisons to ensure that enrollment disputes are mediated in accordance with the enrollment disputes section of the McKinney-Vento Act as follows:

- The child or youth shall receive all McKinney-Vento rights and services, pending resolution of the dispute;
- 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 (Appendix C), including the rights of the parent, guardian, or youth to appeal (Appendix B)
- The child, youth, parent, or guardian shall be referred to the McKinney-Vento District Level Team, who shall carry out the Dispute resolution process as expeditiously as possible after receiving notice of the dispute;and
- In the case of an unaccompanied youth, the McKinney-Vento District Liaison shall ensure that the youth receives all McKinney-Vento rights and services pending resolution of the dispute.

SECTION 5: PROFESSIONAL DEVELOPMENT

McKinney-Vento Professional Development Opportunities:
Professional development for the McKinney-Vento Homeless Assistance Act will be available to all staff members of South Newton School Corporation via the following ways:

- Additional Safe Schools Online Training: Students Facing Homelessness: Awareness and Understanding
- McKinney-Vento District Level Collaboration
- At Minimum, 1 Staff Team Meeting and/or After-School Professional Development: Meeting the Needs, Strategies, Solutions for Current McKinney Vento Population

District Website:
The South Newton School Corporation website will include a page that will be used to communicate McKinney-Vento information with students, parents, staff, and community members. Information on the South Newton School Corporation's Website will include:

- Contact information for the McKinney-Vento District Liaison
- Contact information for the McKinney-Vento Building Level Liaisons
- Notice of Rights for McKinney-Vento Families
- Dispute Resolution Documents
- Transportation Rights
- Link to McKinney-Vento Resources

SECTION 6: EDUCATIONAL STAFFING AND SUPPORT

McKinney-Vento District Liaison's Roles and Responsibilities:

The South Newton School Corporation Superintendent serves as the District McKinney-Vento Liaison for South Newton School Corporation and will:

- Ensure that procedures are established and followed across the school district and provide each child or youth who qualifies for McKinney-Vento Services with a free and appropriate education.
- Work collaboratively with transportation and food services personnel to coordinate appropriate services for any child or youth who qualifies for McKinney-Vento Services.
- Disseminate critical information concerning the rights of students in homeless situations to all schools.
- Post information regarding the availability of school programs and services for students facing homeless situations in local shelters, local hotels, the local post office building, city hall, local library, and local food banks.
- Maintain a McKinney-Vento District Liaison Log to document the McKinney-Vento process for each child and youth who qualifies for McKinney-Vento services.
- Plan and facilitate professional development regarding the McKinney-Vento Homeless Assistance Act to all staff responsible for identifying and working with students facing homeless situations.
- Work with building level staff and administration to facilitate success of the McKinney-Vento program and each student facing a homeless situation.
- Meet with community agencies and volunteers to share resources and information and to evaluate the impact of services.
- Monitor all district data collection and reporting requirements on each child and youth who qualifies for McKinney-Vento services.
- Attend state level professional development opportunities.

McKinney-Vento District Liaison:

- Name: Casey Hall
- Email: hallc@newton.k12.in.us
- Phone: 219-474-5184

McKinney-Vento Building Level Liaison's Roles and Responsibilities:
Each school in the South Newton School District will identify one staff member (social worker, counselor, administrator, etc.) who will serve as a representation on the McKinney-Vento District Level Team and will:

- Identify students that may be facing homeless situations.
- Monitor school attendance.
- Facilitate training at the building level.
- Ensure that building level procedures are established and followed to provide each child and youth who qualifies for McKinney-Vento services with a free and appropriate education.
- Post public notices of the educational rights of students in homeless situations at the school.
- Make sure parents feel welcome and set the tone for further parental involvement.
- Establish a trusting relationship with students and parents

McKinney-Vento Building-Level Liaisons:
Elementary:

- Name: Amber Dargo, Laura Zak
- Email: dargoa@newton.k12.in.us, zakl@newton.k12.in.us
- Phone: 219-474-5167

Middle:

- Name: Tansey Mulligan, Kyra Barrett
- Email: mulligant@newton.k12.in.us, barrettk@newton.k12.in.us
- Phone: 219-474-5167

High:

- Name: Josef Keller, Laura Robbins
- Email: kellerj@newton.k12.in.us, robbinsl@newton.k12.in.us
- Phone: 219-474-5167

McKinney-Vento State and Federal Resources:

McKinney-Vento State Coordinator Information

- Name: Charlie Gibson, IDOE Homeless Education Specialist
- Phone: 317-232-0957
- Name: Flora Jones, IDOE Director Student Pathways & Opportunities
- Email: MckinneyVentoPOC@doe.in.gov

Indiana Department of Education Website

- https://www.in.gov/doe/home/mckinney-vento-homeless-children-and-youth-program

Additional Resources and Supports

- https://www.in.gov/doe/home/mckinney-vento-homeless-children-and-youth-program/#Additional_Resources

APPENDIX A

Indiana Department of Education
Dr. Katie Jenner, Secretary of Education

Indiana Education for Homeless Children & Youth (INEHCY)
McKinney-Vento Homeless Education Program

NOTE TO SCHOOLS/LEAS: Please assist students and families filling out this form. The form should be included at the top page of registration materials that the district shares with families. Do not simply include this form in the registration packet, because if the student qualifies as residing in temporary housing, the student is not required to submit proof of residency and other required documents that may be part of the registration packet.

HOUSING QUESTIONNAIRE

Name of LEA: _____

Name of School: _____

Name of Student: (Last, First Middle)_____

Gender: (Optional) ☐ Female ☐ Male Date of Birth: ____/___/ Grade: ID#:

Address (if available - primary location student stays):

_____

Phone: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

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

- ☐ In a shelter
- ☐ With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "doubled-up")
- ☐ In a hotel/motel
- ☐ In a car, park, bus, train, or campsite
- ☐ Other temporary living situation (Please describe):
- ☐ In permanent housing

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Parent / GuardianName (PRINT) _____ Signature of Parent / Guardian _____

Student Name (PRINT) (for unaccompanied homeless youth only) _____

Student Signature (for unaccompanied homeless youth only) _____ Date: _____

If ANY box other than "In Permanent Housing" is checked, , then the student/family should be immediately referred to the MV Liaison. In such cases, proof of residency and other documents normally needed for enrollment are not required and the student is to be immediately enrolled.

After the student has been enrolled, the district/school must contact the previous district/school attended to request the student's educational records, including immunization records, and the enrolling district's LEA liaison must help the student get any other necessary documents or immunizations.

NOTE TO SCHOOLS/LEAS: If the student is NOT living in permanent housing, please ensure that documentation of qualification is collected. If the student is unaccompanied, please determine if a Third Party Custodial Agreement Form is needed

INSTRUCTIONS FOR COMPLETING THE HOUSING QUESTIONNAIRE Purpose of the Housing Questionnaire All Local Education Agencies (LEAs) are required to identify students experiencing homelessness. Additionally, all LEAs that receive Title I funds must ask enrolling students about their housing status. The Indiana Department of Education (IDOE) encourages all LEAs regardless of whether they receive Title I funds to do the same.

To collect this information, LEAs may:
1.Use the Housing Questionnaire attached here, or
2.Include a version of the attached form during on-line / virtual registration / re-registration

Every LEA should take steps to ensure that a student's housing status does not become a part of the student's permanent record, because of the sensitive nature of this information. Housing status should be updated annually, including any documentation of McKinney Vento eligibility. Please see the section titled "Confidentiality" (below) for information about how and when housing information may be shared within the LEA.

Who should fill out the Housing Questionnaire? A Housing Questionnaire should be filled out for all students enrolling in school and for all students updating enrollment records in grades preschool-12. "Preschool" includes any LEA administered or funded preschool program, such as a pre-k or Head Start program administered by an LEA. The Housing Questionnaire can be completed by the student's parent, guardian or adult providing care for a student, or in the case of an unaccompanied youth, by the student directly.

Confidentiality: Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student's educational needs are met. Housing information should be kept confidential and should not be shared with other LEA/school personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs may share a student's Housing Questionnaire with LEA personnel such as:

1.the LEA liaison,
2.the registrar,
3.the student's teachers, and/or guidance counselor, and
4.the LEA staff members working with the student / student data to offer individual support

Discussing the Housing Questionnaire with Students and Families: In reviewing the Housing Questionnaire with parents, persons in parental relation, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

1. The right to stay in the same school the student had been attending before losing his/herhousing or the last school attended (both known as the school of origin),
2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally for enrollment,
3. Transportation services if the student continues to attend the school of origin,
4. Categorical eligibility for Title I services if offered in the LEA,
5. Categorical eligibility for free meals if offered in the LEA, and
6. Access to services provided with McKinney-Vento funds if available in the LEA.

The LEA should also ensure that the parent, person in parental relation, unaccompanied youth is aware that the student's housing status will kept confidential and will only be shared with those LEA staff who are responsible for providing services to the student and those responsible for keeping track of how many students are identified as living in temporary housing in the LEA. LEAs are advised to explain to parents that if a parent claims that her/her child is living in temporary housing, and the LEA wishes to conduct an investigation to verify this information, the LEA may conduct a home visit. However LEAs cannot contact a landlord or building superintendent to verify a student's housing status without prior parental consent. Contacting a

landlord or building superintendent without the parent's express prior written permission is a violation of FERPA, a federal law.

If the Parent, Person in Parental Relation, or Unaccompanied Youth Declines to Fill Out the Housing Questionnaire: If the parent, person in parental relation, or unaccompanied youth declines to complete the Housing Questionnaire, the LEA should note on the form that the parent, person in parental relation, or unaccompanied youth declined to provide the information requested.

Completing the Form: If a parent, person in parental relation, or unaccompanied youth enrolling in school indicates that a student is living in one of the five temporary housing arrangements, the school may not require proof to verify where the student is living before enrolling the student. The five temporary housing arrangements are listed below:

1.In a shelter,
2.With another family or other person (sometimes referred to as "doubled-up"),
3.In a hotel/motel,
4.In a car, park, bus, train, or campsite, or
5.Other temporary living situation.

After the student is enrolled and attending classes, the school or LEA is permitted to verify the student's housing arrangements. However, the student must first be enrolled in school. Again, LEAs cannot not contact a landlord or building superintendent to verify a student's housing status. (See above for more information.)

Definitions of Temporary Housing Arrangements
"With another family or other person" (also referred to as "doubled-up")" : LEAs should be aware that students who are sharing the housing of others are eligible for services under the McKinney-Vento Act and State law, if sharing housing is due to loss of housing, economic hardship, or a similar reason.
"Other temporary living situation" :In addition to the four examples of temporary housing, students who lack a "fixed, adequate, and regular" nighttime residence are also covered as homeless under the McKinney-Vento Act and State law. This may include unaccompanied youth who have fled their homes or were forced to leave their homes and who do not otherwise meet the definition of "doubled-up."
"In permanent housing" :Permanent housing means that the student's living arrangements are "fixed, regular, and adequate."

Every Student Succeed Act Guidance:ENROLLMENT: By law, Indiana schools must immediately enroll homeless students in school.

Enrollment is defined by law as attending classes and participating fully in school activities. Therefore, students without housing must be allowed – without any delay – to attend classes and to participate in activities, including sports.

Homeless Student rights: three school choices:
(1) the school attended when permanently housed;
(2) the school in which student were last enrolled; or
(3) the school nearest to where the student is staying that other students in the neighborhood attend.

The first two schools listed above are referred to as the "school of origin.The student also has the right to school choices that are available to other students in the district such as charter schools or alternative schools. Staying enrolled in the school of origin assumed to be in the student's best interest unless the parent / student identifies otherwise or if the continuation of the enrollment is not feasible. Generally, changing schools could significantly impede student's academic and social progress. Schools should keep students in the school of origin unless this is contrary to parents, guardians, or independent student wishes.

School of Origin ESSA Transportation Guidance:

•Transportation must be provided to and from the school of origin (assumed to be best interest) at the request of the parent or guardian, or, in the case of an unaccompanied youth, at the request of the local liaison.

•Qualification for transportation is for the full year in which a student qualifies as McKinney-Vento eligible.

Next Steps for LEAs with Students Living in Temporary Housing Arrangements If the parent, person in parental relation, or unaccompanied youth indicates that a student is living in temporary housing, the LEA must complete a Designation Form/ Caregiver Authorization Form https://www.doe.in.gov/student-services/formsmemos . If the LEA believes additional information is needed before reaching a final decision on the student's eligibility under McKinney-Vento, enrollment should not be delayed and a Designation Form should still be filled out. For more information about determining eligibility see the National Center on Homeless Education's Determining Eligibility Brief, available at:
http://nche.ed.gov/downloads/briefs/det_elig.pdf

Departamento de Educación de Indiana
Dra. Katie Jenner, Secretaria de Educación

Education de Indiana para Niños y Jóvenes Sin Hogar (INEHCY)
Programa de Educación Para Personas Sin Hogar McKinney-Vento

NOTA PARA LAS ESCUELAS/LEAS: Por favor, ayude a los estudiantes y familias a llenar esta forma. La forma debe incluirse en la página superior de los materiales de registro que el distrito comparte con las familias. No incluya simplemente este formulario en el paquete de inscripción, porque si el estudiante califica como residente en vivienda temporal, el estudiante no está obligado a presentar prueba de residencia y otros documentos requeridos que puedan ser parte de la inscripción.

CUESTIONARIO DE VIVIENDA

Nombre del Distrito/LEA:_____

Nombre de la Escuela:_____

Nombre del Estudiante (Apellido, Nombre(s)):

_____

Género: ☐Femenino Fecha de Nacimiento: ____/___/___ Grado:____ ID#:____

(Optional) ☐Masculino

Dirección (si está disponible-ubicación principal en que se aloja el estudiante):

_____

Telefono: _____

La respuesta que usted da a continuación ayudará al distrito a determinar qué servicios usted o su hijo pueden recibir bajo la Ley McKinney-Vento. Los estudiantes que están protegidos bajo la Ley McKinney-Vento tienen derecho a inscripción inmediata en la escuela aunque no tengan el documento normalmente necesario, tal como la prueba de residencia, registros escolares, registro de vacunas, o acta/certificado de nacimiento. Los estudiantes que están protegidos bajo la Ley McKinney-Vento también pueden tener derecho a transporte gratuito y otros servicios.

¿Dónde vive actualmente el estudiante? (Por favor, marque una casilla)

☐En un albergue/refugio
☐Con otra familia u otra persona a causa de la pérdida de vivienda o como resultado de dificultades económicas (a veces se denomina "dobles/compartida")
☐En un hotel/motel
☐En un coche, parque, autobus, tren o campamento
☐Otra situación de vivienda temporal (por favor describa):
☐En vivienda permanente

Nombre del Padre /Tutor (ESCRITO) Firma del Padre/Tutor

Nombre del Estudiante (ESCRITO) (Solo para jóvenes sin hogar no acompañados)

Firma del Estudiante (Solo para jóvenes sin hogar no acompañados) Fecha: _____

Si se marca CUALQUIER casilla que no sea "En Vivienda Permanente", entonces el estudiante/familia debe ser referido inmediatamente al intermediario/liaison MV. En tales casos, la prueba de residencia y otros documentos normalmente necesarios para la inscripción no son requeridos y el estudiante debe ser inscrito inmediatamente.

Después de que el estudiante ha sido matriculado, el distrito/escuela debe comunicarse con el distrito/escuela anterior a la que asistió para solicitar los registros educativos del estudiante, incluyendo los registros de vacunas y el intermediario/liaison del distrito que los inscribe debe ayudar al estudiante a obtener cualquier otro documento o vacunas necesarias.

NOTA PARA LAS ESCUELAS/LEAS: Si el estudiante NO está viviendo en una vivienda permanente, por favor asegúrese de que la documentación de elegibilidad sea obtenida. Si el estudiante no está acompañado, por favor determine si se necesita un Formulario de Acuerdo de Custodia de Terceros.

INSTRUCCIONES PARA LLENAR EL CUESTIONARIO DE VIVIENDA

Propósito del Cuestionario de Vivienda: Todas las Agencias de Educación Local (LEA) están obligadas a identificar a los estudiantes que experimentan falta de vivienda. Además, todas las LEA que reciben fondos del Título I deben preguntar a los estudiantes que se matriculan sobre su situación de vivienda. El Departamento de Educación de Indiana (IDOE) anima a todas las LEA sin importar si reciben fondos del Título I a hacer lo mismo.

Para recopilar esta información, los LEAs pueden:
1. Utilizar el Cuestionario de Vivienda adjunto, o
2. Incluir una versión de la forma adjunta durante el registro virtual/ en línea/ re-inscripción.

Cada LEA debe tomar medidas para asegurar que el estado de vivienda de un estudiante no se convierta en parte del registro permanente del estudiante, debido a la naturaleza sensible de esta información. El estado de vivienda debe ser actualizado anualmente, incluyendo cualquier documentación de elegibilidad de McKinney Vento. Por favor vea la sección titulada "confidencialidad" (abajo) para información sobre cómo y cuándo la información de vivienda puede ser compartida dentro de la LEA.

*¿Quién debe llenar el cuestionario de vivienda? S*e debe llenar un cuestionario de vivienda para todos los estudiantes que se inscriben en la escuela y para todos los estudiantes que actualizan los registros de inscripción en los grados Preescolar-12. "Preescolar" incluye cualquier programa preescolar administrado o financiado por una LEA, tal como un programa pre-k o Head Start administrado por una LEA.- El cuestionario de Vivienda puede ser completado por el padre, tutor o adulto que brinda atención a un estudiante, o en el caso de un joven no acompañado, por el estudiante directamente.

Confidencialidad: La información de vivienda del estudiante debe mantenerse confidencial en la medida de lo posible, Esta información sólo debe ser compartida con los miembros del personal de la LEA/Escuela que necesitan información sobre el estado de vivienda para asegurar que las necesidades educativas del estudiante sean satisfechas. La información de vivienda debe mantenerse confidencial y no debe ser compartida con otro personal de la LEA/Escuela debido a su naturaleza sensible y el estigma de ser etiquetado como sin hogar. Las LEA pueden compartir la Pregunta de vivienda de un estudiante con el personal como:

1.el intermediario/Liaison en la LEA,
2.la secretaria(o),
3.los maestros del estudiante, y/o consejeros, y
4.los miembros del personal de la LEA que trabajan con los datos del estudiante para ofrecer apoyo individual

Discutir el cuestionario de Vivienda con los estudiantes y las familias: Al revisar el cuestionario de Vivienda con los padres, las personas en relación parental y los jóvenes no acompañados, las LEA deben enfatizar que el propósito de reunir la información es asegurar que los estudiantes en arreglos de vivienda temporal serán provistos con los derechos y servicios a los que tienen derecho bajo la Ley McKinney-Vento. Estos derechos y servicios incluyen:

1. El derecho a permanecer en la misma escuela a la que el estudiante había estado asistiendo antes de perder su residencia o la última escuela a la que asistió (ambas conocidas como escuela de origen),

2. El derecho a la inscripción inmediata de los estudiantes que deciden transferir escuelas, incluso si el estudiante no tiene todos los documentos normalmente necesarios para la inscripción.
3. Servicios de transporte si el estudiante continúa asistiendo a la escuela de origen,
4. Elegibilidad categórica para los servicios del Titulo I si se ofrecen en la LEA,
5. Elegibilidad categórica para comidas gratuitas si se ofrecen en la LEA, y
6. Acceso a los servicios proporcionados con fondos de McKinney-Vento si están disponibles en la LEA

La LEA también debe asegurar que el padre, la persona en la relación parental, los jóvenes no acompañados por un adulto son conscientes de que el estado de vivienda del estudiante se mantendrá confidencial y solo será compartido con aquellos empleados de la LEA que son responsables de proporcionar servicios al estudiante y aquellos responsables de mantener un registro de cuántos estudiantes son identificados viviendo en situación/vivienda temporal en la LEA. Se aconseja a la LEA que explique a los padres que si un padre demanda que su niño está viviendo en la vivienda temporal, y la LEA desea conducir una investigación para verificar esta información, la LEA puede conducir una visita a la casa. Sin embargo, las LEA no pueden comunicarse con el propietario o administrador del edificio para verificar el estado de vivienda de un estudiante sin el consentimiento previo de los padres. Ponerse en contacto con un propietario o arrendador del edificio sin permiso expreso previo por escrito del padre es una violacion de FERPA, una ley federal.

Si el padre, la persona con relación parental o el joven no acompañado se niega a llenar el cuestionario de vivienda:: Si el padre, la persona en relación paterna, o el joven no acompañado declinan completar el cuestionario de Vivienda, la LEA debe anotar en el formulario que el padre, la persona en relación paterna, o el joven no acompañado declinaron proporcionar la información solicitada.

Cómo llenar la forma: Si un padre, una persona con relación paterna o un joven no acompañado matriculandose en la escuela indica que un estudiante está viviendo en uno de los cinco arreglos de vivienda temporal, la escuela puede no requerir prueba para verificar donde vive el estudiante antes de matricular al estudiante. A continuación se enumeran los cinco arreglos de vivienda temporal:

1.En un albergue/refugio,
2.Con otra familia u otra persona (a veces se denomina "dobles/compartida"),
3.En un hotel/motel,
4.En un coche, parque, autobus, tren o campamento, o
5.Otra situación de vivienda temporal.

Después de que el estudiante esté matriculado y asista a clases, la escuela o LEA es permitida verificar los arreglos de vivienda/alojamiento del estudiante. Sin embargo, el estudiante debe estar matriculado primero en la escuela. Una vez más, las LEA no pueden comunicarse con el propietario o arrendador del edificio para verificar el estado de vivienda de un estudiante. (consulte más arriba para obtener más información)

Definiciones de Arreglos de Vivienda Temporal

"Con otra familia u otra persona" (también denominada "double/compartida")" : Las LEAs deben saber que los estudiantes que comparten la vivienda con otros son elegibles para recibir servicios bajo la Ley McKinney-Vento y la Ley Estatal, si compartir la vivienda se debe a la pérdida de hogar, dificultades económicas o una razón similar,

"Otra situacion de vivienda temporal" :Además de los cuatro ejemplos de vivienda temporal, los estudiantes que carecen de una residencia nocturna "fija, adecuada y regular" también están cubiertos como sin hogar bajo la Ley McKinney-Vento y la Ley Estatal. Esto puede incluir a jóvenes no acompañados que han huido se sus hogares o se vieron obligados a abandonar sus hogares y que de otra manera no cumplen con la definición de "doble/compartida"

"En Vivienda permanente" :La vivienda permanente significa que los arreglos de vivienda del estudiante son "fijos, regulares y adecuados"

Guia de la Ley del Éxito de Cada Estudiante: INSCRIPCIÓN: Por ley las escuelas de Indiana deben inscribir en la escuela inmediatamente a los estudiantes sin hogar. La inscripción se define por la ley como asistir a clases y participar plenamente en actividades escolares. Por lo tanto, se debe permitir a los estudiantes sin vivienda-sin demora- asistir a clases y participar en actividades, incluyendo deportes.

Derechos de los estudiantes sin hogar: tres opciones escolares:

(1) la escuela a la que asistió cuando se alojo permanentemente;
(2) la escuela en la que el estudiante fue matriculado por última vez; o
(3) la escuela más cercana donde el estudiante se aloja a la que asisten otros estudiantes en el vecindario.

Las dos primeras escuelas numeradas se conocen como la "escuela de origen". El estudiante también tiene el derecho a las opciones de escuela que están disponibles para otros estudiantes en el distrito, tales como escuelas charter o escuelas alternativas. Permanecer matriculado en la escuela de origen se supone que en el mejor interés del estudiante a menos que el padre/estudiante identifique lo contrato o si la continuación de la inscripción no es factible. En general, cambiar de escuela podría impedir significativamente el progreso académico y social del estudiante. Las escuelas deben mantener a los estudiantes en la escuela de origen a menos que esto sea contrario a los deseos de los padres, tutores o estudiantes independientes.

Guia de Transporte de ESSA de la Escuela de Origen:

•Se debe proporcionar transporte hacia y desde la escuela de origen (que se supone es el mejor interés) a petición del padre o tutor, o en el caso de un joven no acompañado, a petición del intermediario/Liaison local.

•La elegibilidad para el transporte es para el año completo en el que un estudiante califica como elegible para McKinney Vento.

Próximos Pasos para LEA con Estudiantes que viven en Arreglos de vivienda temporal Si el padre, las persona con relación paterna o un joven no acompañado indican que un estudiante vive en vivienda temporal, la LEA debe completar una Forma de Designación https://www.doe.in.gov/student-services/formsmemos. Si la LEA cree que la información adicional es necesaria antes de llegar a una decisión final sobre la elegibilidad del estudiante bajo McKinney-Vento, la Inscripción no debe ser retrasada y se debe llenar una forma de designación. Para obtener más información sobre cómo determinar la elegibilidad, consulte el informe de Determinación de Elegibilidad del Centro Nacional de Educación para Personas sin Hogar, disponible en: http://nche.ed.gov/downloads/briefs/det_elig.pdf.

APPENDIX B

Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

PARENT McKINNEY-VENTO ELIGIBILITY APPEAL FORM

This form is to be completed by the parent/guardian, advocate, or unaccompanied youth when a dispute arises over eligibility for enrollment, school selection, transportation, or other McKinney-Vento services. The information may be shared verbally with the local educational agency (LEA) McKinney-Vento liaison instead of completing this form (the LEA McKinney-Vento liaison will document all verbal claims).

Date Submitted:		**Reference #:**	
Appeal Information			
Person Completing Form:		**Submitted to:**	
Student or Students Name(s):			
Relationship to Student(s):	☐ Parent/Guardian ☐ Unaccompanied Youth ☐ Advocate ☐ Other:_____		
Person Completing Form Contact Information:	Phone #: Email:		
I wish to appeal the enrollment decision made by:			
School Name:			
Authorized by:			
Point of Contact regarding Claim:			

Acknowledgement of Compliance (42 USC § 11432(g)(3)(B)(ii))		
The student was immediately enrolled in the school of choice throughout the appeal process.	☐ Yes	☐ No
I received a written explanation of the school's decision.	☐ Yes	☐ No
The McKinney-Vento liaison provided assistance in preparing the appeal and made school resources available (e.g., copying, mailing, and obtaining records).	☐ Yes	☐ No

Please include a written explanation to support your appeal in the space below or you may provide your explanation verbally to the local McKinney-Vento liaison (optional).

Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Please sign and return this completed form to the local district/school.

Signature of Person Submitting Appeal **Date**

********* FOR SCHOOL USE ONLY *********

1. Send a copy of this completed form to the Education of Homeless Children and Youth State Director: mckinneyventopos@doe.in.gov
2. Maintain the original copy of this form at the local LEA McKinney-Vento liaison's office (enter liaison's name): _____
3. A copy of the form must be retained (or provided if a verbal submission) to the individual requesting the appeal.
4. For verbal submissions, please provide the name of the person receiving the data at the LEA or school: _____

Status: ☐ Resolved at the LEA ☐ Escalated to IDOE ☐ Unresolved/recommended for further review

Indiana Department of Education
Dr. Katie Jenner, Secretary of Education

LEA McKINNEY-VENTO DISPUTE RESOLUTION PROCEDURE

The McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise regarding the eligibility of homeless or unaccompanied youth. Guidance for school selection is provided in law. The law includes dispute resolution among the required duties of the local educational agency (LEA) McKinney-Vento liaison.

The following procedure will be followed to resolve disputes regarding the eligibility for enrollment and school selection that are to be provided for homeless or unaccompanied youth.

Steps	Description
1.	**Every effort must be made to resolve the dispute at the local educational agency (LEA)** to ensure all efforts are maintained ensuring a positive relationship with the student/family is upheld.
2.	All concerns regarding the education of a homeless or unaccompanied youth should be referred to the LEA McKinney-Vento liaison. If a dispute arises regarding eligibility for services or placement of a homeless or unaccompanied youth, the LEA McKinney-Vento liaison will inform the parent/guardian, advocate, or unaccompanied youth of their rights under this process of the McKinney-Vento Act. **The student shall remain enrolled throughout this process.**
3.	The LEA McKinney-Vento **liaison will make a determination of eligibility within three business days of the request** and complete the **LEA McKinney-Vento Eligibility Notification** to be shared with the parent/guardian/advocate or unaccompanied youth. The liaison will document this request and all subsequent communications, determinations, and evidence in the **LEA McKinney-Vento Dispute Resolution Form.**
4.	**If the eligibility decision is challenged, the parent/guardian or advocate will be advised to submit a Parent McKinney-Vento Dispute Resolution Appeal Form**. The LEA McKinney-Vento liaison shall assist the representative in completing this dispute resolution appeal process, including an indication of the specific point of issue. The **Parent McKinney-Vento Dispute Resolution Appeal Form shall be submitted within five business days from the initial request to appeal the original eligibility decision.**
5.	**Within three business days of the receipt of the appeal, a mediation will be scheduled** at a time convenient to the needs of the parent/guardian or advocate of the homeless student or unaccompanied youth. The LEA McKinney-Vento liaison and the district representative will be present.
6.	**Documentation regarding this proceeding must be provided with any appeal submitted to the Education of Homeless Children and Youth State Director.** During the mediation, the school district will discuss considerations that led to the eligibility decision and the specific point in issue determined previously. Discussion items of the mediation may also include: • The continuation of educational programs • Needs of the student for special instructional programs • Arrangements required to transport the student to the school of origin

	• Consistency and alignment of school placements for all siblings • Processes that ensure the student will remain in the school of origin until the final determination is made
7.	**Documentation regarding the above proceeding must be provided with any appeal submitted to the Education of Homeless Children and Youth State Coordinator.** In cases where an agreement cannot be reached among all involved parties, within 24 hours either party may request review by the Office of the State Coordinator. **Within three business days of receiving a written request, the state director shall communicate with all parties to discuss available alternatives and seek to resolve the dispute.** Any party requesting review by the state director must provide documentation regarding the dispute up for review including specific questions of law and/or fact.
8.	In cases of such a request for the assistance of the state director, the school district of origin will provide sufficient information as required, including but not limited to: • A completed **McKinney-Vento Eligibility Notification** • A completed **Parent McKinney-Vento Eligibility Appeal Form** • A completed **LEA McKinney-Vento Dispute Resolution Form** *All information is subject to the Federal Education Rights Privacy Act (FERPA).*
9.	The state director will review submitted evidence and **will provide a decision within three business days after the receipt of all the documents included in Step 8.** • **Within one business days after the decision is rendered,** parties may request that the state director's decision be reviewed by a three-member panel convened by the state director within the Indiana Department of Education • The three-member panel shall review the state director's decision and either adopt the decision or reject it. If rejected, the panel will provide an alternative decision that is final and cannot be appealed. **A final decision will be rendered within three business days after reviewing the complaint.**

APPENDIX C

School Selection and Best Interest Determination

Strategies for Educators

This National Center for Homeless Education brief

- provides an explanation for the provisions in the McKinney-Vento Act that local liaisons can implement when supporting students experiencing homelessness and their families in the school selection process;
- provides recommendations for local liaisons to help students and their families determine the school that is in their best interest to attend; and
- provides strategies for local liaisons to discuss school selection choices with young people and their families as well as to ensure that the transition is as smooth as possible.

School Selection: Supporting Educational Stability

Subtitle VII-B of the McKinney-Vento Act, reauthorized in 2015 by Title IX, Part A of the Every Student Succeeds Act (42 U.S.C. § 11431) guarantees a child or youth identified as homeless the right to attend either the school of origin or the local attendance area school in the area in which they are currently residing. The decision should depend on a range of student-centered factors that focus on the best interest of the student as well as the family's preference. This brief explains the provisions in the law related to school selection, offers strategies for linking students experiencing homelessness to services in their school of origin, provides practical suggestions for determining the school that is in the best interest of a student experiencing homelessness to attend, and provides practical suggestions for discussing school selection choices with youth experiencing homelessness, their parents, and their guardians, within the framework of the McKinney-Vento Homeless Assistance Act. Briefs on additional topics pertaining to the education and well-being of children and youth experiencing homelessness can be accessed at https://nche.ed.gov/.

Key School Selection Provisions in the McKinney-Vento Act

- Local education agencies (LEAs or school districts) must keep children and youth experiencing homelessness in the school of origin, to the extent feasible, except when doing so is contrary to the wishes of the parent or guardian (or in the case of an unaccompanied homeless youth, against the youth's wishes) (42 U.S.C. § 11432(g)(3)(B) (i), 2001).
  - 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 (42 U.S.C. § 11432(g)(3)(G), 2001).
  - Students can continue attending their school of origin the entire time they are homeless and until the end of any academic year in which they become permanently housed (42 U.S.C. § 11432(g)(3)(A)(i)(II), 2001).
  - If a student becomes homeless in between academic years, he or she can continue attending the school of origin for the following school year (42 U.S.C. § 11432(g)(3)(A)(i)(I), 2001).
- A child or youth experiencing homelessness may enroll in 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 (the local attendance area school) (42 U.S.C. § 11432(g)(3)(A)(ii), 2001).
- LEAs must:
  - inform parents and guardians experiencing homelessness of their children's rights under the McKinney-Vento Act (or inform unaccompanied homeless youth of their rights) (42 U.S.C. § 11432(g)(6)(A)(iv), 42 U.S.C. § 11432(g)(6)(A)(vii), 2001);
  - provide transportation for homeless students to and from their school of origin at the request of the parent or guardian (or in the case of an unaccompanied youth, the local liaison) (42 U.S.C. § 11432(g)(1)(J)(iii), 2001); and
  - provide written notice of the LEA's school selection decision and the right to appeal, if a parent or guardian disagrees with the LEA on which school the student should attend (or, provide written notice to an unaccompanied homeless youth, in the event of such a disagreement) (42 U.S.C. § 11432(g)(3) (B)(ii), 2001).

The importance of school stability

Students experiencing homelessness are three times more likely than their housed peers to transfer schools in the middle of the year because their frequent moves result in the choice to either travel a long distance to stay in their original school or change to a closer one (Institute for Children, Poverty & Homelessness, 2019). Both options pose significant challenges. Navigating travel and transportation to one's original school from a new starting point can be difficult, but changing schools involves losing supportive relationships with peers and teachers, adjusting to a new environment, new material requirements (e.g., school uniforms), and academic setbacks that could accompany educational discontinuity. These challenges are in addition to the difficulties of experiencing homelessness. In short, changing schools can greatly impede students' academic and social growth and predisposes many children and youth experiencing homelessness to significant academic challenges and the risk of dropping out of school. Because of this, the McKinney-Vento Act requires LEAs to maintain the educational stability of students experiencing homelessness by allowing them to remain in their school of origin to the extent that it is feasible.

Feasibility

Feasibility depends on a range of factors, but the school placement decision should be a student-centered, individualized determination. Factors an LEA should consider when discussing best interests related to school selection include:

- the age of the child or youth;
- the distance of the commute to and from the school of origin and its impact on the student's education;
- personal safety issues;
- the student's need for special instruction (e.g., special education and related services);
- parent or guardian preference;
- the anticipated length of stay in a temporary shelter or other temporary location; and
- the time remaining in the school year.

For more details, please refer to questions I-3 and I-4 of the Education for Homeless Children and Youth Program, Non-Regulatory Guidance.

Legislative Excerpts Related to School Selection

(3) LOCAL EDUCATIONAL AGENCY REQUIREMENTS-

A. IN GENERAL- The local educational agency serving each child or youth to be assisted under this subtitle shall, according to the child's or youth's best interest—

i. continue the child's or youth's education in the school of origin for the duration of homelessness;

ii. for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or

iii. enroll the child or youth in 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

42 U.S.C. § 11432(g)(3)(A)

B. BEST INTEREST- In determining the best interest of the child or youth under subparagraph (A), the local educational agency shall—

i. to the extent feasible, keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian;

ii. provide a written explanation, including a statement regarding the right to appeal under subparagraph (E), to the homeless child's or youth's parent or guardian, if the local educational agency sends such child or youth to a school other than the school of origin or a school requested by the parent or guardian; and

iii. in the case of an unaccompanied youth, ensure that the homeless liaison designated under paragraph (1)(J)(ii) assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal under subparagraph (E)

42 U.S.C. § 11432(g)(3)(b)

(6) LOCAL EDUCATIONAL AGENCY REQUIREMENTS-

A. DUTIES- Each local educational agency liaison for homeless children and youths, designated under paragraph (1)(J)(ii), shall ensure that—

v. the parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;

vi. the parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin, as described in paragraph (1)(J)(iii), and is assisted in accessing transportation to the school that is selected under paragraph (3)(A)

42 U.S.C. § 11432(g)(6)(A)

Strategies for Implementing the Provisions of the McKinney-Vento Act on School Selection

Local liaisons and schools together should support students experiencing homelessness and their families in navigating the school selection process. The McKinney-Vento Act contains several provisions that ensure this is the case, including the mandate that LEAs and school districts keep students experiencing homelessness in their school of origin, that they provide transportation for students experiencing homelessness to and from their school of origin, and that parents and guardians have the right to appeal decisions on which school their student may attend.

This section outlines strategies for implementing the provisions of the McKinney-Vento Act on school selection that local liaisons and schools (both the "sending" school and the "receiving" school) can use to:

1. determine the school that is in the best interest of the student and their parents or guardians; and
2. ensure that the transition (if decided upon) to the new school is made as seamless as possible for the student experiencing homelessness.

Determining Best Interest

Local liaisons play an instrumental role in assisting parents, guardians, and unaccompanied youth experiencing homelessness in selecting the school that will best meet the student's needs. To support the implementation of the McKinney-Vento Act's school of origin provisions on a school-wide level, local liaisons should:

- provide training for school personnel on school selection rights for children and youth experiencing homelessness and on the importance of school stability;
- work with school staff to inform parents, guardians, and unaccompanied youth of their rights immediately upon identification or enrollment (develop a brochure or include this information in an LEA handbook for parents; or provide NCHE's guide entitled, What You Need to Help Your Child in School: A Guide for Parents, Guardians, and Caregivers);

- provide this brief to all enrollment and school staff to utilize when working with parents, guardians, and unaccompanied youth to determine which school is in the student's best interest; and
- ensure forms for enrollment and written notice about the right to appeal the school's or LEA's school selection decision are written in a form that parents, guardians, and unaccompanied youth can understand, including versions that are written in their native language. Be sure to also explain the forms verbally, if needed. For more information on the resolution of disputes, reference NCHE's Dispute Resolution brief.

When supporting a student experiencing homelessness and their family to attend the school that is right for them, the local liaison should:

- ensure that parents, guardians, and unaccompanied youth experiencing homelessness understand the school selection options;
- reinforce the importance of school stability and educational continuity;
- discuss with the parents, guardians, and student experiencing homelessness their unique circumstances, and assist them in making the most appropriate choice; and
- provide parents and guardians information on the McKinney-Vento Act and on the process for disputing decisions of the local educational agency when they disagree on eligibility, enrollment, or best interest determinations for their children.

Questions for staff members and liaisons when determining the best interest of each student include:

1. How permanent does the family's current living arrangement appear to be?
2. How deep are the child's or youth's ties to his or her current school?
3. How anxious is the child or youth about an upcoming or recent move?
4. How has the student been set up for success in their academic learning? Are they facing any academic challenges?
5. How do the programs and activities at the local school compare to those at the school of origin?
6. Does one school have programs and activities that address the unique needs or interests of the student that the other school does not have?
7. Would the timing of the school transfer coincide with a logical juncture, such as after testing, after an event significant to the child or youth, or at the end of the school year?
8. What are the parents' or guardians' preferences for schools?
9. How would the length of the commute to and from the school of origin impact the child's or youth's education?
10. Are there any safety issues to consider?

Once school staff, the local liaison, and the parents, guardians, or student discuss these questions, they should determine which school would be in the student's best interest. The following checklist lists some additional considerations to help guide the conversation.

Considerations in determining best interest

School of Origin Considerations		Local School Considerations	
☐	**Continuity of instruction** The student would be served best at the school of origin due to circumstances in their past.	☐	**Continuity of instruction** The student would be served best at the school of origin due to circumstances in their past.
☐	**Age and grade placement of the student** Maintaining friends and contacts with peers is critical to the student's meaningful school experience and participation. The student has been in this environment for an extended period of time.	☐	**Age and grade placement of the student** Maintaining friends and contacts with peers in the school of origin is not particularly critical to the student's meaningful school experience and participation. The student has attended the school of origin for only a brief time.
☐	**Academic strength** The student is facing significant challenges with their academic performance, and the student would fall further behind if they transferred to another school.	☐	**Academic strength** The student's academic performance is strong and at grade level, the student likely would recover academically from a school transfer.
☐	**Social and emotional state** The student is suffering mentally and emotionally from the effects of mobility, has developed strong ties to the current school, and does not want to leave.	☐	**Social and emotional state** The student seems to be coping adequately with mobility, does not feel strong ties to the current school, and does not mind transferring.

School of Origin Considerations		Local School Considerations	
☐	**Distance of the commute and its impact on the student's education** The advantages of continuing to attend the school of origin outweigh any potential disadvantages presented by the length of the commute.	☐	**Distance of the commute and its impact on the student's education** A shorter commute may help the student's concentration, attitude, or readiness for school. The local school can meet all of the necessary educational and special needs of the student.
☐	**Personal safety of the student** The school of origin has advantages for the safety of the student.	☐	**Personal safety of the student** The local school has advantages for the safety of the student.
☐	**Parent and guardian preference** Parents and guardians experiencing homelessness have the right to have their voices heard on what they believe is in the best interest of their children, and their preference is for their child to attend their school of origin.	☐	**Parent and guardian preference** Parents and guardians experiencing homelessness have the right to have their voices heard on what they believe is in the best interest of their children, and their preference is for their child to attend their local school.
☐	**Student's need for special instruction** The student's need for special instruction, such as Section 504 or special education and related services, can be met better at the school of origin.	☐	**Student's need for special instruction** The student's need for special instruction, such as Section 504 or special education and related services, can be met better at the local attendance area school.

Compare the number of times the school of origin and the local school were selected in the checklist. If remaining in the school of origin is the best option for the student, then transportation must be provided at the request of the parent or guardian (or in the case of an unaccompanied youth, the local liaison) (42 U.S.C. § 11432(g)(1)J)(iii), 2001).

Ensuring a Smooth Transition

Strategies for sending schools to support a smooth transition

When the school (or LEA) and parents, guardians, or unaccompanied youth agree that enrolling in the local attendance area school is in the best interest of the student, the sending school can ease the transition to the new school by implementing the following strategies:

- encourage the parent, guardian, or unaccompanied youth to make the transition at a time when disruption could be minimized, such as at the end of a grading period or over a holiday break;
- send school records immediately to the new school;
- collect samples of the student's work to send to the new school, or provide a folder for the parent, guardian, or unaccompanied youth to include samples. Consider using NCHE's Parent Pack Pocket Folder, available at https://nche.ed.gov/parent-resources/;
- contact the local liaison at the new school to ensure immediate enrollment and discuss what services the student may need; and
- provide the parent, guardian, or student with information on the new school, including activities in which the student may be interested.

Strategies for receiving schools to support a smooth transition

The receiving school can ease the transition to the new school by implementing the following strategies:

- welcome the student and determine if they need any material supports (e.g., school supplies or uniforms);
- provide orientation materials to the student and their parent or guardian;
- provide a tour of the school, including meeting the student's teachers;
- review the student's academic records – including conducting a credit audit for partial credit – and discuss their interests and needs with the student and their parent or guardian to determine what academic and other supports may be needed;
- link the student with all needed services, such as free school meals, transportation, and tutoring;
- provide expedited testing for Special Education, English Learners, or other programs for which a student might be eligible;
- ensure that all teachers have procedures for welcoming and integrating new students into the classroom; and
- implement policies and practices to ensure that students can obtain school credit, even if they enroll mid-semester.

Considerations and Further Reading

The reauthorization of the McKinney-Vento Act in 2015 included more provisions for students experiencing homelessness with regards to where and how they could enroll in and attend school. For example, students experiencing homelessness have the right to decide whether to stay at their school of

origin or transfer to their local attendance area school. They also have the right to transportation to and from their school of origin, and local liaisons must consider and uplift family preference on school selection. From the local liaison, LEA, and school level, the process of school selection and best interest determination should be student- and family-centered and individualized. Below are additional resources recommended for reading on this topic:

- Dispute Resolution (National Center for Homeless Education): https://nche.ed.gov/dispute-resolution/
- Education for Homeless Children and Youth Program Non-Regulatory Guidance (U.S. Department of Education): http://www2.ed.gov/programs/homeless/guidance.pdf
- Homeless Liaison Toolkit (National Center for Homeless Education) https://nche.ed.gov/homeless-liaison-toolkit/
- Parent Pack Pocket Folder (National Center for Homeless Education): https://nche.ed.gov/parent-resources/
- The McKinney-Vento Homeless Assistance Act: https://nche.ed.gov/legislation/mckinney-vento/
- What You Need to Know to Help Your Child in School: A Guide for Parents, Guardians, and Caregivers (National Center for Homeless Education): https://nche.ed.gov/wp-content/uploads/2022/08/Parent-Booklet-Eng.pdf

References

Institute for Children, Poverty & Homelessness. (2019). Student homelessness in New York City: School instability factors. https://www.icphusa.org/wp-content/uploads/2019/04/SH_SchoolInstabilityFinal-1.pdf

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, 42 U.S.C. § 11431-11435 et seq. (2015). https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter119/subchapter6/partB&edition=prelim

U.S. Department of Education. (2004). Education for Homeless Children and Youth program non-regulatory guidance. https://oese.ed.gov/files/2020/07/160240ehcyguidanceupdated082718.pdf

This brief was developed by:

NATIONAL CENTER FOR HOMELESS EDUCATION

April 2023

The National Center for Homeless education (NCHE) operates the U.S. Department of Education's technical assistance center for the federal Education for Homeless Children and Youth (EHCY) Programs. NCHE is supported by the U.S. Department of Education's Office of School Support and Accountability. The contents of this brief were developed under a grant from the Department; however, these contents do not necessarily reflect the views or policies of the Department.

Local contact information

Please put the contact information here.

For more information on issues related to the education of children and youth experiencing homelessness, contact NCHE at homeless@serve.org.

APPENDIX D

INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter

◆

In a motel or campground due to the lack of an alternative adequate accommodation

◆

In a car, park, abandoned building, or bus or train station

◆

Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
    - If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.

NCHE
National Center for Homeless Education at SERVE

Local Liaison	State Coordinator

If you need further assistance with your children's educational needs, contact the National Center for Homeless Education:

1-800-308-2145 • homeless@serve.org • http://nche.ed.gov

INFORMACIÓN PARA LOS PADRES



SI SU FAMILIA VIVE EN CUALQUIERA DE LAS SITUACIONES SIGUIENTES:

En un albergue

◆

En un motel o un sitio para acampar debido a la falta de una alternativa adecuada

◆

En un auto, un parque, un edificio abandonado, o una estación de trenes o de autobuses

◆

Compartiendo la vivienda de otras personas debido a la pérdida de su casa o a una dificultad económica

Sus hijos de edad escolar podrían calificar para recibir ciertos derechos y protecciones bajo la ley federal McKinney-Vento.

Sus hijos elegibles tienen derecho a:

- Recibir una educación pública gratuita y apropiada.
- Inscribirse en la escuela inmediatamente, aunque falten documentos normalmente requeridos para la inscripción.
- Inscribirse y asistir a clases mientras que la escuela obtiene los documentos necesarios.
- Inscribirse en la escuela local; o continuar asistiendo a la escuela de origen (la escuela a la cual su hijo asistió cuando tenía una residencia permanente, o la última escuela en la cual estaba inscrito), si esto es su preferencia.
  - * Si el distrito escolar cree que la escuela escogida por usted no es la mejor para sus hijos, el distrito tiene que darle a usted una explicación escrita de su posición e informarle de su derecho de apelar su decisión.
- Recibir transporte a/de la escuela de origen, si usted lo pide.
- Recibir servicios educacionales comparables a los que están provistos para otros estudiantes, según las necesidades de sus hijos.

Si usted cree que sus hijos podrían ser elegibles, contacte al oficial para la educación de los niños y jóvenes sin hogar de su distrito escolar para averiguar los servicios y ayudas que podrían estar disponibles. También puede haber apoyo disponible para sus hijos de edad preescolar.

Oficial para la educación de los niños y jóvenes sin hogar	Coordinador estatal

¡Si usted necesita ayuda adicional con las necesidades educacionales de sus hijos, contacte al Centro Nacional de Educación para los Niños y Jóvenes sin Hogar:
1-800-308-2145 • homeless@serve.org • http://nche.ed.gov