

WAKULLA COUNTY SCHOOL BOARD

**MCKINNEY-VENTO HOMELESS
PROCEDURES MANUAL**

Contact Information

Homeless Liaison: **Belinda McElroy**
69 Arran Rd
Crawfordville, FL 32327
(850) 926-0065, ext. 252

I. Responsibilities Fulfilled by the Homeless Liaison

The Homeless Liaison for the Wakulla county School District is the ESE/Student Services Director. This liaison will direct and coordinate the duties required under the McKinney-Vento Act.

- Maintaining and updating local policies and procedures that may impact homeless children and youth.
- Ensure that homeless youth are identified, enrolled immediately, and have a full and equal opportunity to succeed in school.
- Ensure that homeless families, children and youth receive educational services for which they are eligible, including free school meals, Head Start, Even Start, and preschool programs administered by our district. This also will include referrals to health care services, mental health services, dental services, and other appropriate services.
- Ensure that parents or guardians of homeless children and youth 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.
- Participate in community outreach by ensuring posters of the educational rights of homeless children and youth are in all schools and strategically placed throughout the community.
- Assist in the resolution of disputes, ensuring that they are mediated in accordance with federal, state, and local resolution process.
- Ensure the parent or guardian of a homeless student is fully informed of all transportation services, including transportation to and from the school of origin, and facilitate and coordinate transportation as needed.
- Provide assistance to unaccompanied youth in school enrollment and placement decisions.
- Provide professional development for school district staff to build awareness of the educational needs of homeless students, legal responsibilities of the school, as well as federal and state legislation and local policies and procedures.
- Conduct an annual evaluation of this district's homeless education program.

II. Eligibility for the Program

According to the McKinney-Vento Homeless Assistance Act (Title X Subtitle B - "Education for the Homeless Children and Youth" Sec. 725) the term "homeless children and youth: are individuals who lack a fixed, regular, and adequate nighttime residence and includes;

- a. Children and youth sharing the housing of other persons due to a loss of housing (doubled up), economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.

- b. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. Migratory children and youths who qualify as homeless for the purposes of this subtitle because these children and youth are living in circumstances described above.
- e. Unaccompanied children and youths who are not in the physical custody of a parent or guardian who qualify as homeless because they are living in circumstances described in a.-c.

III. Identification of Homeless Students

Requirements under the McKinney-Vento Act are to ensure that children and youth who meet eligibility criteria are identified. If a child or youth lacks a FIXED, REGULAR, AND ADEQUATE nighttime residence, he/she is considered homeless. Students are identified through the following methods:

- a. Beginning of School Year - Districtwide Residence Survey to all students (Attachment A) as part of the registration process.
- b. Individual Registration Throughout the Year - Placement of McKinney-Vento Act information and Residence Survey in the registration packets at all district schools for students enrolling during the school year.
- c. School personnel and building level administrators participate in annual training on the identification process and the necessary procedures to get an eligible student qualified as well as the removal barriers to school entry.
- d. The *local liaison or designee* will review the Residence Survey to determine if the student is eligible for McKinney-Vento services.
- e. The local liaison or designee will:
 - i. Identify community service agencies such as shelters, food banks, housing departments, health departments, faith-based organizations, etc., to collaborate on issues related to homeless students.
 - ii. Provide outreach materials and posters at strategic locations in the community.
 - iii. Provide annual report on homeless youth in Wakulla County to Community/Parent Advisory Council and local civic organizations.
 - iv. Coordinate to ensure a school board representative on the Wakulla County Coalition for Youth.

IV. Enrollment Procedures -

Children and youth who have been identified as homeless shall be enrolled in school ***immediately***. This includes students unable to provide *documentation* normally required for enrollment.

- a. Enrollment in school is defined as students attending classes and participating fully in school activities, which includes school meals, special education, academic support, extracurricular activities, and district-administered preschool.
- b. The *local and school liaisons* assist unaccompanied youth with the enrollment process as well as the parent(s), guardian(s), or other individual(s) registering the student in acquiring the necessary documentation.
- c. The school will also enroll the student without delay and will supply items such as school supplies and uniforms if the student is unable to do so.
- d. Students are enrolled according to the McKinney-Vento Act, which states that students shall be allowed to remain in the school of origin, unless this is contrary to the wishes of the parents, or enroll in the school in the attendance zone in which they are residing. The district will consider student-centered factors in determining school placement that may include the age of the child or youth, the distance of a commute and the impact it may have on the student's education, personal safety issues, student's need for special instruction, length of anticipated stay in temporary location, and the time remaining in the school year. *See attachment B for "School Selection: A Checklist for Decision Making".*
- e. The local and school liaisons will assist parents in making a decision regarding whether to remain in the school of origin. The local liaison will make available the district Dispute Resolution Process to students and parents who do not agree with the school placement decision. The local liaison will also assist the student or parents in this process.

V. School Selection

The local liaison or designee will coordinate with school officials, teachers, parents, students, and transportation to determine best interest of the child in regards to school selection. Factors used in determining best interest of the child are:

1. The age of the child,
2. The distance of a commute and the impact it may have on the student's education,
3. Personal safety issues,
4. A student's need for special instruction,
5. Length of anticipated stay in a temporary shelter or other temporary location, and
6. Time remaining in the school year.

VI. Unaccompanied Youth

Complications in family living arrangements may prevent homeless students from being able to reside with parents due to shelter restrictions, or lack of adequate space, runaway youth or domestic violence situations. Children and youth who are not in the physical custody of a parent or guardian and meet the definition of homeless are considered "Unaccompanied Youth". These children must be enrolled immediately. If the "Unaccompanied Youth" is with an adult who is not his/her parent or guardian, then the school may ask him or her to complete a "Caregiver Authorization Form" (Attachment C).

Potential Enrollment Barriers to school enrollment such as lack of residency requirements, birth certificates, guardianship, school and health documents, immunizations, and others, are removed so the students can be enrolled immediately.

VII. Referral Procedures for Wakulla County School Personnel

a. School level administrators, guidance counselors and/or registrars

School administrators, guidance counselors and registrars are the first who meet a child or youth when (s)he enters school. These positions provide an awareness of possible living conditions which might qualify students as homeless. If comments from a parent, guardian, or student, or the student's appearance, or an observance of where he/she lives, suggests that the student is living in any of the nighttime residences outlined in the McKinney-Vento Act, you should:

- i. Make sure the Residence Survey is completed by the parents or person enrolling the student. (Attachment A).
- ii. Send the survey to the district Homeless Liaison for qualification, follow up and services.

b. Teachers and Bus Drivers

As the child's or youth's teacher or bus driver, you are in a position to be aware of a possible living condition which might qualify under our Homeless Education Program. If you suspect from the comments a child or youth makes, from the child's or youth's appearance, or from observing where the child or youth lives that he/she is living in any of these circumstances you should:

- i. Inform the school homeless liaison of concerns by completing the Homeless Program Referral Form (Attachment D).
- ii. Please remember that this is a very confidential subject.
- iii. Answer only the information that you know to be factual.
- iv. Do not be concerned with information that you do not have available to you.
- v. The school homeless liaison will determine whether the child is already in the program or if (s)he needs to refer the child to the district homeless liaison.

Please refer to the Common Signs of Homelessness (Attachment I) included in this procedure, to assist in recognition of the possible situation that a child or youth might be living.

VIII. Academic Placement and Support

Proper academic placement of students is a critical factor in success in the classroom. Wakulla County School Board will make every attempt to place students without records in the correct learning environment. Phone calls, email, and other methods will be used to acquire the official records of homeless students. In situations where school records are not immediately available, school personnel will meet with students and parents to discuss and request any report cards, tests, homework, IEP's, school records, or evaluations that might assist in the best placement of a student who has been identified and qualified under the McKinney-Vento Act. Interviews with parents on an informal basis will help identify a student's past academic performance. See Attachment G for sample questions for students and parents. In certain situations no student records will be available. The school liaison, administrator and district liaison will meet to determine the most appropriate placement for the student.

IX. Support Services

The homeless liaison or designee will assist families with children or youth by providing referrals to various local resources. See attachment E and F. These resources might include:

- Medical services
- Mental health services
- Dental services
- Employment
- Housing
- Emergency financial assistance
- Domestic violence resources

- Food and clothing
- Utility assistance

X. Transportation

Working to keep homeless students in school is a key component of the McKinney-Vento Program. The district provides transportation to and from the school of origin, at the parent or guardian's request, when in the best interest of the student. All transportation is provided through the district's transportation department.

If it is in the best interest of the student to remain in the school of origin, the homeless liaison will coordinate with the transportation department to develop a plan of transportation to and from the school.

This district homeless liaison maintains letters of agreement with neighboring school districts should coordination of effort be necessary for a student to remain in the school of origin.

XI. Dispute Resolution Procedure and Process

When a homeless student moves to a new school zone, the student has the right to remain enrolled and attend the school of origin to ensure stability for the education of the student, unless doing so is contrary to the wishes of the child/youth's parent or guardian or it is "clearly not in the best interest of the child" to do so.

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* is defined as any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The District will consider the following factors, criteria when deciding whether it is in the best interest of the child to remain in the school of origin.

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

The District Homeless Liaison and other school staff (transportation, school administration, and teachers) play an instrumental role in assisting parents with selecting the school that is in the

best interest of their children. If the District determines it is not in the best interest of the child to remain in the school of origin, the District must provide written notice of:

- its decision not to honor the parent's, guardian's, or unaccompanied youth's request to remain in the school of origin,
- the right of the parent, guardian, or unaccompanied youth to dispute the decision,
- the student's right to remain in the school of his/her choice, with no interruption of his/her education, until the dispute is resolved, and
- the contact information for the District Homeless Liaison and the State Coordinator.

See Attachment H - Notice of School Placement

If a parent or guardian does not agree with the decision of the school placement, the following dispute process should be followed. The dispute process will proceed according to the following:

Dispute Resolution Process:

1. The district must notify the parents in writing within 10 working days if it determines placement in the student's school of origin is not in the best interest of the child (Attachment H). This notification must contain all the items mentioned in the previous paragraph and a Notice of Dispute (Attachment I).
2. The parents must complete the Notice of Dispute form and return it to the school, or the Wakulla County School Board, Office of ESE/Student Services within 10 working days. While the dispute is being resolved, the student has the right to attend the school requested and fully participate in all activities.
3. The district must schedule a meeting (mutually agreed upon time by the parents and district) to settle the dispute within 10 working days of the receipt of the Notice of Dispute Form. The parents may present pertinent information in oral and/or written form. A district committee composed of three district administrators who are not directly involved in the issue will review the dispute and provide a written summary of the decision on a Resolution of Dispute Form (Attachment J), within 5 working days of the meeting. The form contains contact information for the State Coordinator for the Education of Homeless Children and Youth.
4. If the parents are not happy with the Resolution of Dispute at the district level, the parents may contact the State Coordinator for the Education of Homeless Children and Youth for an appeal of the district's decision within 10 working days of receipt of the Resolution of Dispute.
5. If a dispute involves transportation across district lines, the Wakulla County School Board Homeless Liaison will coordinate with the liaison in the neighboring district and follow the above timelines.

CHAPTER 5.00 – STUDENTS

HOMELESS STUDENTS

5.141*

1. Homeless children who live within the county shall be admitted to school in the district, shall have access to free public education including preschool, shall be given the opportunity to meet local and state academic achievement standards, and shall be included in state and District assessments, extracurricular activities and accountability systems.
2. Definitions
 - A. Homeless Child

One who lacks a fixed, regular and adequate nighttime residence and includes children and youth who

 1. Are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason.
 2. Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
 3. Are living in emergency or transitional shelters.
 4. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
 5. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
 6. Are not in the physical custody of a parent or legal guardian
 7. Are migratory children who qualify as homeless because the children are living in circumstances described in II.A.1. through II.A.6.
 - B. Unaccompanied Youth – A student who is not in the physical custody of a parent or guardian. Unaccompanied homeless youth will receive counseling to prepare and improve their readiness for postsecondary education.
 - C. Certified Homeless Youth – A minor, homeless child or youth, including an unaccompanied youth, who has been certified as homeless or unaccompanied by a school district homeless liaison, the director of an emergency shelter program funded by the U. S. Department of Housing and Urban Development or designee, or the director of a runaway or

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homeless youth basic center or transitional living program funded by the U. S. Department of Health and Human Services or designee, licensed clinical social worker, or a circuit court.

- D. School of Origin – The school that the student attended when permanently housed or the school where the child or youth was last enrolled. A homeless student who becomes permanently housed during the academic year, may remain at their school of origin for the remainder of the academic year and continue to receive all McKinney-Vento Act benefits.
 - E. Enroll and Enrollment – Attending school and participating fully in academic and extracurricular school activities for which relevant eligibility criteria is met.
 - F. Immediate – Without delay.
 - G. Parent – Parent or guardian of a student.
 - H. Liaison – The staff person designated by the district as the person responsible for carrying out the duties assigned to the liaison for homeless children and youth by the McKinney-Vento Homeless Assistance Act.
 - I. Designated Receiving School - The next level school, elementary from prekindergarten, middle from elementary, high from middle, that a homeless child or youth, whose homelessness continues into the next school year, may attend when that next level school is the district designated school for those students in the homeless student's school of origin.
 - J. Eligible School - The school of origin, the school zoned for the address where the student is temporarily residing, or another school which students residing in that attendance zone are eligible to attend.
- 3. The district shall identify homeless students as defined by federal and state law. If the district's liaison for homeless children and youth determines that the minor is an unaccompanied homeless youth, the liaison shall issue to the youth a certificate documenting his/her status as required by law.
 - 4. The district shall seek to remove barriers to the enrollment and retention of homeless children and youth including providing appropriate credit for full or partial coursework satisfactorily completed by homeless children and youth while attending a prior school.
 - 5. The district shall ensure the immediate enrollment of homeless students.

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- A. The district shall assist homeless children to provide documentation to meet state and local requirements for entry into school.
 - B. The district will immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records (includes Individualized Education Plan–IEP), medical and immunization records, birth certificate, other documentation, or proof of residency or guardianship. A homeless child shall be given a thirty (30) school day exemption to provide documentation for enrollment.
6. Guardianship
- A. For purposes of school placement, any parent, guardian or person in loco parentis who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in a District school.
 - B. The Caregiver Authorization Form should be completed within a reasonable period of time for those homeless students who are not accompanied by a parent or guardian, once a child or youth is enrolled in and attending a school.
7. Each homeless student shall be provided the services that are available for all other students including transportation, school nutrition programs, before and after school programs, and education services for which the child meets the eligibility criteria such as exceptional education, gifted education, vocational and technical programs, preschool programs, Title I, and limited English proficiency programs.
8. Homeless students shall be given meaningful opportunities to succeed in school.
9. Homeless students shall be allowed to remain in the school of origin when considering student centered factors is presumed to be in the child's or youth's best interest, unless this is contrary to the request of the parents or guardian, or the youth (in the case of an unaccompanied youth).
10. Homeless students and/or parents shall have the right to dispute school assignment if placement is other than the school of origin. The district shall ensure that unaccompanied youth and the parents of homeless students are notified in writing in a manner and form understandable to the parent, guardian or unaccompanied youth of the right to remain in the school of origin or shall be immediately enrolled in the eligible school in which enrollment is sought and of the dispute process including information on the right to appeal the placement determination. The parent, guardian, or unaccompanied youth shall be referred to the district's designated homeless liaison to carry out the dispute resolution process as expeditiously as possible.

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11. If requested by the parent of a homeless child or by the liaison on behalf of an unaccompanied youth, the district shall be responsible for providing transportation to and from the school of origin throughout the duration of homelessness. The district shall share the responsibility for transportation if a homeless student begins living in another district in a homeless status and continues to attend the school of origin.
12. The district liaison will coordinate district programs and collaborate with local social services and other community agencies to provide support to homeless students and their families, housing authorities, other school districts regarding homeless student-related transportation, transfer of school records and other inter-district activities and ESE.
13. Student records shall be maintained for homeless children and youth including immunization or other required health records, academic records, guardianship records and evaluations for special services. Records shall be held in a confidential manner, not be part of directory information and be made available in a timely fashion when a child or youth enters a new school.
14. Homeless students shall not be stigmatized, segregated, separated, or isolated in any educational program on the basis of their homeless status.
15. The district shall follow the requirements of the McKinney-Vento Homeless Assistance Act.

STATUTORY AUTHORITY:	1001.41, 1001.42, 1003.21, F.S.
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LAW(S) IMPLEMENTED:	382.002, 743.015, 1003.01, 1003.21, 1003.22, F.S. MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, P.L.100-77 EVERY STUDENT SUCCEEDS ACT, P.L. 114-95
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History:

Adopted:	03/16/2009
Revision Date(s)	07/29/2013, 03/09/2015, 12/18/2017, 10/17/2022
Formerly:	New

ATTACHMENTS

Attachment A.....Residence Survey (*see Wakulla County Schoolforms*)

Attachment B.....School Selection Checklist

Attachment C.....Caregiver Authorization Form (*see Wakulla County Schoolforms*)

Attachment D.....Homeless Referral Form

Attachment E.....Certified Unaccompanied Homeless Youth Form

Attachment F.....Certified Unaccompanied Homeless Youth Card

Attachment G.....Sample Questions for Parents to Assist in Gathering Placement Information

Attachment H.....Notice of School Placement

Attachment I.....Notice of Dispute

Attachment J.....Resolution of Dispute

Attachment K.....Common Signs of Homelessness

Attachment L.....Homeless Education Services Qualification Letter



Wakulla County Schools
Initial Student Enrollment Form 2022-2023

STUDENT INFORMATION *To be completed by Parent/Guardian only. Use pen.*

Student's Legal Last Name		Student's Legal First Name		MI	Student Social Security Number
Age	Sex (M/F)	Grade	Florida Student # (if known)		
Home (911) Address/City/State/Zip					
Mailing Address (If different from residence address above)					
Home Phone	Student Cell Phone		Birth Date	Birth City	Birth State
Birth Country (if outside of the U.S.)		Dated Student Entered U.S.		Date First Entered U.S. School	
If student was born outside of the U.S., have they received three or more years of education in the U.S. Yes <input type="checkbox"/> No <input type="checkbox"/>					
Is the student Hispanic or Latino? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Race (Mark all that apply):					
American Indian/Alaska Native <input type="checkbox"/>		Asian <input type="checkbox"/>	Black/African American <input type="checkbox"/>	Native Hawaiian/Other Pacific Islander <input type="checkbox"/>	White <input type="checkbox"/>
Has the student ever attended a WCSD school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name of Previous School	
Has the student ever enrolled in a Florida public school?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Address of Previous School	
Has the student ever been enrolled in special classes? (such as alternative, ESOL, gifted or special ed programs)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Address of Previous School	
			Phone Number	Fax Number	

HOME LANGUAGE SURVEY

	YES	NO
Is a language other than English used at home?	<input type="checkbox"/>	<input type="checkbox"/>
Did the student have a first language other than English?	<input type="checkbox"/>	<input type="checkbox"/>
Does the student most frequently speak a language other than English?	<input type="checkbox"/>	<input type="checkbox"/>
What language is most frequently spoken at home?		

PRIOR DISCIPLINE

	YES	NO
Student has prior school expulsion(s).	<input type="checkbox"/>	<input type="checkbox"/>
Student is currently under expulsion from school.	<input type="checkbox"/>	<input type="checkbox"/>
Student has an arrest record resulting in a charge.	<input type="checkbox"/>	<input type="checkbox"/>
Student has been under Juvenile Justice Jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
Student has prior placement in alternative school setting.	<input type="checkbox"/>	<input type="checkbox"/>
Student is currently in alternative school setting.	<input type="checkbox"/>	<input type="checkbox"/>
Student has prior referrals for Mental Health Services.	<input type="checkbox"/>	<input type="checkbox"/>

PARENT/GUARDIAN INFORMATION

Mother/Female Guardian Name	E-Mail Address	Home Phone	Cell Phone	Work Phone
Father/Male Guardian Name	E-Mail Address	Home Phone	Cell Phone	Work Phone
STUDENT LIVES WITH: (check one) <input type="checkbox"/> Both Parents (same address) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other				
Have you moved in the last three years to seek employment as a paid laborer in any type of farming (sod, dairy, chicken, vegetable) or fishing? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Is the student part of a military family? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please complete the Military Family Student Form				

CERTIFICATE OF RESIDENCY (please see district website or school for requirements)

The parent/guardian(s) as listed above the proper individual(s) to receive all notices, reports or other communications pertaining to the educational progress and school conduct of the aforesaid minor child. The parent/guardian(s) is/are proper person(s) to notify in the event of any emergency of any emergency involving the aforesaid minor child.

The Certificate of Residency is made for the purpose of enrolling the above minor child as a student into the public school system of Wakulla County, FL. The parent/guardian(s) will notify the Wakulla County School District of any changes with regard to any of the matters set forth above.

Please note that transfer students may attend school 30 days while their school records are being obtained.

Exemption: The McKinney-Vento Act requires that all homeless children and youth have equal access to a free, appropriate public education. Homeless students should be enrolled immediately, even if they do not have their records with them at the time of enrollment. School records should be obtained after enrollment.

☐ Please check here and complete the Student Residency if you feel that your child lacks a fixed, regular and adequate nighttime residence and may qualify as homeless under the federal McKinney-Vento Act.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT, AND ANY FALSE OR MISLEADING INFORMATION MAY RESULT IN MY CHILD BEING EXCLUDED FROM SCHOOL.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

ORIGINAL TO BE FILED IN STUDENTS CUMULATIVE FOLDER

WAKULLA COUNTY SCHOOL BOARD
SCHOOL SELECTION: A CHECKLIST FOR DECISION MAKING*

<u>School of Origin Consideration</u>		<u>Local Attendance Area School Consideration</u>	
	Continuity of instruction <i>Student is best served due to circumstances that look to his or her past</i>		Continuity of instruction <i>Student is best served due to circumstances that look to his or her future.</i>
	Age and grade placement of the student <i>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.</i>		Age and grade placement of the student <i>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.</i>
	Academic strength <i>The child's academic performance is weak, and the child would fall further behind if he/she transferred to another school.</i>		Academic strength <i>The child's academic performance is strong and at grade level, and the child would likely recover academically from a school transfer.</i>
	Social and emotional state <i>The child is suffering from the effects of mobility, has developed strong ties to the current school, and does not want to leave.</i>		Social and emotional state <i>The child seems to be coping adequately with mobility, does not feel strong ties to the current school, and does not mind transferring.</i>
	Distance of the commute and its impact on the student's education and/or special needs <i>The advantages of remaining in the school of origin outweigh any potential disadvantages presented by the length of the commute.</i>		Distance of the commute and its impact on the student's education and/or special needs <i>A shorter commute may help the student's concentration, attitude, or readiness for school. The local attendance area school can meet all of the necessary educational and special needs of the student.</i>
	Personal Safety of the student <i>The school of origin has advantages for the safety of the student</i>		Personal Safety of the student <i>The local attendance area school has advantages for the safety of the student.</i>
	Student's need for special instruction <i>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.</i>		Student's need for special instruction <i>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.</i>
	Length of anticipated stay in a temporary shelter or other temporary location <i>The student's current living situation is outside of the School-of-origin attendance zone, but his/her living situation or location continues to be uncertain. The student will benefit from the continuity offered by remaining in the school of origin.</i>		Distance of the commute and its impact on the student's education and/or special needs <i>The student's current living situation appears stable and unlikely to change suddenly; the student will benefit from the developing relationships with peers in school who live in his local community.</i>

* adapted from the Texas Homeless Education Office

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 of a minor in school, 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: _____

WAKULLA COUNTY SCHOOL BOARD
MCKINNEY-VENTO (Homeless Program) REFERRAL FORM

Please complete any information you know. You do not have to know all the information to make a referral.

Child's Name _____ School _____

Other School-aged children in the family:

_____	_____
_____	_____
_____	_____

Parent's Name _____ (If known)

Phone # _____ (If known)

Mailing Address _____

Physical Address _____

Bus Route or Driver Name _____

Other Person to Contact _____

Person Making Referral & Phone No. _____

Best Time to call you _____

Your referral will be kept confidential! Your name will not be used in talking with the family.

To be completed by McKinney-Vento Program

Date Referral received _____ *Date referral verified* _____

Code _____ *Qualified for Program* _____ *Did not Qualify for Program* _____

Person Making the Determination _____



Attachment E

**Certified Unaccompanied Homeless Youth Form
for the Purposes of Accessing
Health Services, Identification Cards, and Birth Certificates in the State of Florida**

Re: _____ Date of Birth: _____
Name (First, Middle Initial, Last) of Youth (MM/DD/YYYY)
Please type or print clearly.

Current Mailing Address of Youth (if none, please list name, mailing address, and telephone number of current contact):

(Name)	(Address)	(City)	(State)	(Zip Code)	(Telephone)
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Per Section 743.067, Florida Statutes, I am authorized to certify that this youth is an unaccompanied homeless youth based on the circumstance(s) identified below (check all that are appropriate):

____ The above-named youth meets the definition of an unaccompanied homeless youth per section 743.067(1), Florida Statutes, as "an individual who is 16 years of age or older and is not in the physical custody of a parent or guardian, including a youth who has run away from home, who has been forced to leave his or her home, or whose parents have left the area and left the youth behind."

____ The above-named youth meets the definition of homeless children and youths in s. 725 of the McKinney-Vento Homeless Assistance Act (MVA)*, 42 U.S.C. §11434(a), and is eligible for services pursuant to the MVA, 42 U.S.C. §11431-11435 because the youth lacks a fixed, regular and adequate nighttime residence including:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- is living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- is living in emergency or transitional shelter or was abandoned at a hospital;
- has a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings;
- is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
- is a migratory child who qualifies as homeless because the child is living in circumstances described above.

**A youth who meets the definition of homeless child and youth in s. 725 of the MVA may be eligible for federal assistance provided through the Act.*

I am providing this form of certification as the (please check one):

- ____ School district's liaison for homeless children and youths
- ____ The director of an emergency shelter program funded by the United States Department of Housing and Urban Development, or the director's designee
- ____ The director of a runaway or homeless youth basic center or transitional living program funded by the United States Department of Health and Human Services, or the director's designee
- ____ A continuum of care lead agency, or its designee

____ I, as authorized above, also hereby certify that the above-named youth was identified as an unaccompanied homeless youth on ____
(MM/DD/YYYY)

Printed Name of Certifying Individual	Signature	Date Signed
---------------------------------------	-----------	-------------

(Title of Certifying Individual)	(Agency/School District of Certifying Individual)	
----------------------------------	---	--

(Email of Certifying Individual)	(Telephone Number of Certifying Individual)	
----------------------------------	---	--

Should you have additional questions or need more information about this youth, please contact me at the number or email listed above.

I, _____, hereby attest that the information provided by me is true to the best of my knowledge.
(Certified Unaccompanied Homeless Youth)

Signature of Certified Unaccompanied Homeless Youth	Date Signed
---	-------------

743.067 Certified unaccompanied homeless youths.—

(1) DEFINITION. —For purposes of this section, an “unaccompanied homeless youth” is an individual who is 16 years of age or older and is not in the physical custody of a parent or guardian, including a youth who has run away from home, who has been forced to leave his or her home, or whose parents have left the area and left the youth behind.

(2) CERTIFICATION.—An unaccompanied homeless youth may become certified if he or she is:

- (a) Found by a school district’s liaison for homeless children and youths to be an unaccompanied homeless youth eligible for services pursuant to the McKinney-Vento Homeless Assistance Act, 42 U.S.C. ss. 11431-11435; or
- (b) Believed to qualify as an unaccompanied homeless youth, as that term is defined in the McKinney-Vento Homeless Assistance Act, by:
 1. The director of an emergency shelter program funded by the United States Department of Housing and Urban Development, or the director’s designee;
 2. The director of a runaway or homeless youth basic center or transitional living program funded by the United States Department of Health and Human Services, or the director’s designee; or
 3. A continuum of care lead agency, or its designee.

(3) PROOF OF CERTIFICATION.—

- (a) The State Office on Homelessness within the Department of Children and Families shall develop a standardized form that must be used by the entities specified in subsection (2) to certify qualifying unaccompanied homeless youth. The front of the form must include the circumstances that qualify the youth; the date the youth was certified; and the name, title, and signature of the certifying individual. This section must be reproduced in its entirety on the back of the form.
- (b) A certified unaccompanied homeless youth may use the completed form to:
 1. Apply at no charge for an identification card issued by the Department of Highway Safety and Motor Vehicles pursuant to s. 322.051(9).
 2. Receive a certified copy of his or her birth certificate at no charge under s. 382.0255.
- (c) A health care provider may accept the completed form or the card issued under s. 1001.42 as proof of the minor’s status as a certified unaccompanied homeless youth and may keep a copy of the form or card in the youth’s medical file.

(4) REMOVAL OF DISABILITIES OF NONAGE. —A certified unaccompanied homeless youth may petition the circuit court to have the disabilities of nonage removed under s. 743.015. The youth shall qualify as a person not required to prepay costs and fees as provided in s. 57.081. The court shall advance the cause on the calendar.

(5) MEDICAL AND OTHER CARE. —Notwithstanding s. 394.4625(1), a certified unaccompanied homeless youth may consent to medical care; dental care; behavioral health care services, including psychological counseling and treatment, psychiatric treatment, and substance abuse prevention and treatment services; and surgical diagnosis and treatment, including preventative care and care by a facility licensed under chapter 394, chapter 395, or chapter 397 and any forensic medical examination for the purpose of investigating any felony offense under chapter 784, chapter 787, chapter 794, chapter 800, or chapter 827, for:

- (a) Himself or herself; or
- (b) His or her child, if the certified unaccompanied homeless youth is unmarried, is the parent of the child, and has actual custody of the child.

(6) CONSTRUCTION. —This section does not affect the requirements of s. 390.01114.

History.—s. 4, ch. 2012-186; s. 1, ch. 2014-173; s. 36, ch. 2017-151.

Front of Card

Certified Unaccompanied Homeless Youth Card	
<i>Student Information</i>	
Full Name: _____	
Date of Birth: _____	Date Certified: _____
<p>Qualifying Circumstances: The youth is 16 years of age or older and is not in the physical custody of a parent or guardian, including a youth who has run away from home, forced to leave his or her home, or whose parents have left the area and left the youth behind, and lacks a fixed, regular, and adequate nighttime residence. The youth is living in a McKinney-Vento defined nighttime residence listed below. Please check one.</p>	
<p><input type="checkbox"/> Doubled-up (e.g., living with another family)</p> <p><input type="checkbox"/> Hotels/Motels</p> <p><input type="checkbox"/> Shelters, transitional housing</p> <p><input type="checkbox"/> Unsheltered (e.g., cars, parks, campgrounds, temporary trailer, or abandoned buildings)</p>	
<hr/> <i>Certifying Individual – School District’s Designated Homeless Liaison</i> <hr/>	
Full Name: _____	Title: _____
Signature: _____	Date: _____
Email: _____	Telephone Number: _____



Back of Card

Section (s.) 743.067, Florida Statutes (F.S.), provides that this certified unaccompanied homeless youth may consent to medical care; dental care; behavioral health care services, including psychological counseling and treatment, psychiatric treatment, and substance abuse prevention and treatment services; and surgical diagnosis and treatment, including preventative care and care by a facility licensed under chapter 394, chapter 395, or chapter 397 and any forensic medical examination for the purpose of investigating any felony offense under chapter 784, chapter 787, chapter 794, chapter 800, or chapter 827, for himself or herself or his or her child, if the certified youth is unmarried, is the parent of the child, and has actual custody of the child.

A certified unaccompanied homeless youth may use the Department of Children and Families Unaccompanied Homeless Youth Certificate form, to apply at no charge for an identification card issued by the Department of Highway Safety and Motor Vehicles pursuant to s. 322.051(9), F.S. and/or receive a certified copy of his or her birth certificate at no charge under s. 382.0255, F.S.

A certified unaccompanied homeless youth may petition the circuit court to have the disabilities of nonage removed under s. 743.015, F.S. The youth shall qualify as a person not required to prepay costs and fees as provided in s. 57.081, F.S. The court shall advance the cause on the calendar.

Certified through June 30, 2023

**WAKULLA COUNTY SCHOOL BOARD
SAMPLE QUESTIONS FOR PARENTS TO ASSIST IN GATHERING PLACEMENT
INFORMATION**

Sample questions for parents might include:

- Do you have any papers from the previous school such as notes from teachers, homework assignments, tests, progress reports, or any other papers?
- Have you worked with your child on any recent homework assignments? If so, what were the assignments about?
- What were your child's grades like: What does he/she find easy? Difficult?
- Did you ever go to a meeting at school with a lot of teachers, a doctor or someone from the school district office?
- Did you ever sign any papers that talked about goals for your child or special school services?

Sample questions for students might include:

- What was your school day like?
- Do you remember the names of any of your books or what the covers looked like?
- What were you learning in your math/history/science/language class?
- What were some of your recent homework assignments? Do you have any old homework assignments, tests, notes from teachers, or any other papers from school?
- What was the name of your math/history/science/language class?
- How many kids were in your class? How many teachers were in your class?
- Did you ever spend time alone or in a small group with a different teacher?
- Did you ever spend time alone or in a small group in a different classroom?
- What were your grades like?

Conversations such as these with parents and students can often yield helpful information to guide initial placement decisions.

WAKULLA COUNTY SCHOOL BOARD
NOTICE OF SCHOOL PLACEMENT OTHER THAN SCHOOL OF ORIGIN
MCKINNEY-VENTO (Title X) PROGRAM

A student qualifying under the provisions of the McKinney-Vento Act has the right to remain in his/her school of origin when the family makes a move. This law must be followed unless the school district feels remaining in the school of origin is clearly not in the best interests of the child. The Wakulla County School District has made such a decision in the request detailed below:

Student Name _____ Grade _____
 Student Number _____ Birth Date _____
 School of Origin: _____ Length of Time in this school _____

The Wakulla County School District feels it is in the best interest of the above named student to be placed in _____ school rather than remaining in the School of Origin (named above). The factors considered in making this decision include: *(check all which apply)*

- ☐ the age of the child or youth
- ☐ the distance of a commute and its impact on a student's education
- ☐ personal safety issues
- ☐ a student's need for special instruction (i.e. special education and related services)
- ☐ the length of anticipated stay in a temporary shelter or other temporary location
- ☐ the time remaining in the school year

Supporting documentation:

As a parent you have the right to dispute your child's school placement. If you want to dispute the placement:

1. You must complete the attached Notice of Dispute and turn it in to your child's school or to the District Homeless Liaison in the Wakulla County School Board District Office of Exceptional Student Education/Student Services within 10 working days of the date you receive this Notice of School Placement Other Than School of Origin Form (*you will receive a copy of the Notice for you to keep when you turn it in*)
2. If you need assistance in understanding this placement form or in completing the Notice of Dispute Form, please contact your District Homeless Liaison:
Tanya English
69 Arran Road, Crawfordville, FL 32327
(850) 926-0065, ext. 252
3. Within 10 working days the ESE District Homeless Liaison must schedule a meeting (*at a mutually agreed upon time*) where you can present information about the placement in oral and/or written form and a committee of three District administrators will decide whether your child remains in the school of origin or must attend a new school.
4. While this decision is being made your child has the right to attend the school of his/her choice and to participate in all school related activities.
5. The committee must notify you of its decision within 5 working days and you have the right to appeal the committee's decision to the State Coordinator within 10 working days.
State Coordinator for the Education of Homeless Children and Youth
Florida Department of Education
325 W. Gaines St., Rm. 353, Tallahassee, FL 32399-0400
(850) 245-0668

**WAKULLA COUNTY SCHOOL BOARD
NOTICE OF DISPUTE
SCHOOL PLACEMENT/SCHOOL OF ORIGIN**

Student's Name _____ Grade _____

School of Origin _____
(school my child is in now and where I would like for my child to remain)

Reasons I would like my child to stay in the school of origin:

I understand I have a right to challenge the school placement of my child in _____
_____. School. I would like a meeting within 10 working days to
present my concerns about this placement. I understand my child has the right to stay in the
school of origin, and participate in all school activities, until a decision is reached in this issue. I
understand the Homeless Liaison is available to help me with this process.

(Parent's signature)

(Date)

Parent's Address _____

Parent's phone # _____

**WAKULLA COUNTY SCHOOL BOARD
RESOLUTION OF DISPUTE
SCHOOL PLACEMENT/SCHOOL OF ORIGIN**

The Wakulla County School District convened a committee composed of:

Name	Title

(List names and titles of committee members)

To consider the Notice of Dispute filed in the issue outlined below.

Student's Name _____ Grade _____

Student Number _____ Birth Date _____

Student's School of Origin _____

School Placement _____

The parents and student in this case wanted the student to remain in the school of origin and the District felt it was in the best interest of the child to place the student in another school (see attached forms: *School Placement form & Notice of Dispute Form for the reasons given*).

The School Placement committee heard the concerns of the parents at a meeting held on _____ at _____. After deliberation of the issues the Placement Committee has decided:

<input type="checkbox"/>	The student will remain in the school of origin _____
<input type="checkbox"/>	The student will be placed in _____ School.

School Placement Committee:

Signatures	Date

If the parent wants to appeal the Committee's Decision, he/she must contact the person named below within 10 working days to file an appeal: *State Coordinator for the Education of Homeless Children and Youth, Florida Department of Education, 325 W. Gaines St., Rm. 353, Tallahassee, FL 32399-0400, (850) 245-0668*

WAKULLA COUNTY SCHOOL BOARD COMMON SIGNS OF HOMELESSNESS*

Note: While these are considered common signs, please recognize that they only offer general guidance. There is significant variability within the school-age homeless population. Individual students may differ significantly from the following general characteristics.

Lack of Continuity of Education <ul style="list-style-type: none"> • Attendance at many different schools • Lack of records needed to enroll • Inability to pay fees • Gaps in skill development • Mistaken diagnosis of abilities • Poor ability to conceptualize 	Social and Behavioral Concerns <ul style="list-style-type: none"> • A marked change in behavior • Poor/short attention span • Poor self-esteem • Extreme shyness • Unwillingness to risk forming relationships with peers and teachers • Difficulty socializing at recess • Difficulty trusting people • Aggression • "Old" beyond years • Protective of parents • Clinging behavior • Developmental delays • Fear of abandonment • School phobia (student wants to be with parents) • Anxiety late in the school day
Poor Health/Nutrition <ul style="list-style-type: none"> • Lack of immunizations and/or immunization records. • Unmet medical and dental needs • Respiratory problems • Skin rashes • Chronic hunger (may hoard food) • Fatigue (may fall asleep in class) 	Reaction/Statements by parent, guardian, or Child
Transportation and Attendance Problems <ul style="list-style-type: none"> • Erratic attendance and tardiness • Numerous absences • Lack of participation in after-school activities • Lack of participation in field trips • Inability to contact parents 	<ul style="list-style-type: none"> • Exhibiting anger or embarrassment when asked about current address • Mention of staying with grandparents, other relatives, friends, or in a motel, or comments such as: <ul style="list-style-type: none"> ○ "I don't remember the name of the last school" ○ "We've been moving around a lot" ○ "Our address is new; I can't remember it" ○ "We're staying with relatives until we get settled" ○ We're going through a bad time"
Poor Hygiene <ul style="list-style-type: none"> • Lack of shower facilities/washers, etc. • Wearing same clothes for several days • Inconsistent grooming 	
Lack of Personal Space After School <ul style="list-style-type: none"> • Consistent lack of preparation for school • Incomplete or missing homework (no place to work or keep supplies) • Unable to complete special projects • Lack of basic school supplies • Loss of books and other supplies on a regular basis • Concern for safety of belongings 	

* Adapted from flyers developed by the Illinois and Pennsylvania Depts. of Ed.



ROBERT PEARCE
SUPERINTENDENT

VERNA BROCK
DISTRICT I

MELISA TAYLOR
DISTRICT II

WAKULLA COUNTY SCHOOL BOARD

69 ARRAN ROAD
POST OFFICE BOX 100
CRAWFORDVILLE, FLORIDA 32326
TELEPHONE: (850) 926-0065
FAX: (850) 926-0123



CALE LANGSTON
DISTRICT III

JOSHUA BROWN
DISTRICT IV

JO ANN DANIELS
DISTRICT V

Dear Parents/Guardians:

Your student meets criteria under McKinney Vento to qualify him/her for homeless education services.

These include:

- Free meals at school
- School Supplies
- Transportation to the school of origin (if requested and feasible)

Please refer to the enclosed brochure for more information. If you have any questions, or need additional assistance please contact your school counselor or Wakulla County School District Homeless Liaison, Belinda McElroy, 69 Arran Rd. Crawfordville, FL 32327, phone (850) 926-0065 ext. 9909, or email Belinda.mcelroy@wcsb.us.