

2025 - 2026 Education Project Referral Form

Please fill out ONE REFERRAL FORM PER FAMILY

Submit online, by email to EPHYContact@washtenawisd.org, or fax to 734-994-8159

WHAT IS THE EDUCATION PROJECT?

- The Education Project works to ensure students regularly attend and succeed in school, despite challenges they are experiencing due to homelessness, temporary living situations and/or mental health challenges.
- Serves every school district and charter school in Washtenaw County. Focused on helping to remove barriers to full school participation. **Unfortunately, we do not provide direct housing or hotel support.**

Please fill out this form (with the family if possible) to determine McKinney Vento eligibility and someone may reach out with questions. *All information shared is secure and confidential.*

Reason for Completing this form: Unstable Housing

Date: _____ Caregiver Name: _____ Relationship to Student: _____

Caregiver Phone Number: _____ Caregiver Email: _____

Referral School/Agency Contact Name, Phone, & Email: _____

Name & Phone Number for person completing form (if different from above): _____

Please list children in the home that are in a K-12 school below:

Child's Name	Gender	Date of Birth	Grade	School/District

If family has more than 8 students, please add information to the notes section at the end of this form.

Do you have a child aged 0-5 that is not enrolled in school/an early childhood program? ___ Yes ___ No

Please list children in the home, aged 0-5 below:

Child's Name	Gender	Date of Birth

Does the student need transportation to school? ___ Yes ___ No

Is student unaccompanied (not in physical custody of parent or guardian)? ___ Yes ___ No

If not enrolled, what school/district did the student(s) previously attend? _____

If not enrolled, what school/district does the student(s) plan to attend? _____

Know Your Rights

This form MUST be given to every eligible family and unaccompanied youth.

The McKinney-Vento Act guarantees that students in temporary living situations have equal access to the same free and appropriate public education provided to others.

McKinney-Vento Services are provided during the school year that the student qualifies. Each year, students must requalify to receive services.

If you live temporarily in a shelter, motel, vehicle, campground, on the street, in abandoned buildings, or doubled up with relatives or friends, you are considered eligible for services under the McKinney-Vento Act. These students have the right to:

- ▶ Continue in their “school of origin” (the school they last attended when permanently housed or the school they last attended), if that is your choice and it is feasible, or attend the neighborhood school where you are currently living.
- ▶ Receive transportation to the school of origin if requested.
- ▶ Immediately enroll and attend classes without providing a permanent address, past school or immunization records, proof of guardianship, etc. You still must fill out enrollment packets.
- ▶ Receive free lunch.
- ▶ Receive equal access to education and support services and if eligible, participate in before– and after-school activities.

When receiving services from the Education Project, you can expect:

- ▶ To be treated with dignity.
- ▶ To be treated as an individual with personalized needs.
- ▶ To have your privacy respected and protected.
- ▶ To be given a form to sign that gives our office permission to provide services and exchange information with schools and relevant community agencies.

Services are enhanced when:

- ▶ Phone calls are returned promptly.
- ▶ We are given advance notice of requests.

It is your responsibility to:

- ▶ Call the school when you’ll be absent.
- ▶ **Call your transportation contact when arranged transportation (i.e., a cab) is not needed.**
- ▶ Call us if you plan to move so we can help with any transition.
- ▶ Call us when your contact information changes.

We want to hear from you if you think your rights have been violated or you have a complaint about Education Project services. Your services WILL NOT be impacted when you lodge a complaint.

- ▶ Please call us and tell us your concern. We will work together on a solution. If your complaint is with a local school, we will follow district procedures to help resolve it.
- ▶ If you feel like your needs weren’t met, you will be put into contact with our Supervising Grant Director, who oversees our office.
- ▶ If we are unable to reach a resolution locally, we will advise how to file a written complaint with the Michigan Department of Education.
- ▶ If a student is determined to be ineligible for McKinney-Vento Services, the school will provide a written explanation of the denial.