CANTON PUBLIC SCHOOL DISTRICT

Homeless Procedures

Procedures Designed for the Identification and Registration of Homeless Students

2025-2026

Canton Public School District

Education of Homeless Children and Unaccompanied Youth Procedures

The Canton Public School District is in compliance with the guidelines of the McKinney-Vento Homeless Assistance Act (Reauthorized 2015, Title VII-Part B of the Every Student Succeeds Act-Sec 725) which ensures that homeless children and youth, including preschool children, are afforded equal access to the same free, appropriate public education afforded to other children and youth.

As defined in Title VII, Section 725 of the McKinney-Vento Homeless Assistance Act, homeless students are individuals who lack a regular, fixed, and adequate nighttime residence. Homeless students include:

Children and Youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up).
- Living in motels, hotels, trailer parks, campgrounds due to lack of alternative accommodations;
- Living in emergency or transitional shelters
- Abandoned in hospitals; or
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

Services to Homeless Children

Students within the Canton Public School District who meet the definition homelessness/unaccompanied youth will be provided the following services:

- Immediate school enrollment and full participation in educational activities, even when records normally required for enrollment are not available (i.e. birth certificates, school records, medical records, residency documents). The district's Homeless Liaison and/or designee will provide immediate assistance in obtaining immunization records, medical records, cumulative school records, and other pertinent information; however, the student must be enrolled while these documents are being obtained.

- The opportunity to remain in their school of origin (school last attended when permanently housed or in which last enrolled). Students will be permitted to remain in their school of origin for the duration of their homelessness.
- Transportation to the school of origin if the school is within the local district
- The opportunity to attend school in an environment that does not stigmatize, isolate, label, or penalize the student or his family for being homeless.
- Access to programs and services including special education services, preschool services, free school meals, Title I services, English language learner services, vocational/technical education, and gifted and talented services.
- The support of the Homeless Liaison and school counselors to ensure that homeless children and youth are identified and provided full and equal opportunity to receive all educational services for which they are eligible in order to succeed in school.

Homeless Education Liaison

The Federal Programs Director shall serve as the Homeless Education Liaison for the Canton Public School District. Administrators and/or counselors will notify the Homeless Education Liaison when a homeless student enrolls within the school district.

Additional Duties shall include:

- Ensure that homeless students are identified by school personnel and through coordination activities with other entities and agencies.
- Ensure that homeless students have equal opportunities to participate and succeed in school.
- Notification of educational rights of students in homeless situations disseminated in student handbooks and other publications.
- Notification to parents and guardians of educational and related opportunities, such as transportation, is available through school communications and/or district communications.
- Notification to parents and guardians of opportunities to participate in their child's education through school communications, conferences, and/or district communications.
- Ensure that homeless students are provided Title I services which may include tutorial support, extra-curricular activities, and school supplies.
- Provide training, upon request, to school personnel and the community to promote the awareness of and sensitivity to homelessness.

Resolution of Dispute or Complaint

The Superintendent will designate a staff member to investigate written complaints regarding compliance with the McKinney-Vento Homeless Assistance Act. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process at the school level with the principal or at the Homeless Liaison's office. Written complaint or dispute forms should be submitted to the Federal Programs Director within (5) days from receipt by the principal (403

Lincoln Street Canton, MS 39046). A review will be made which addresses the issues in the dispute within ten (10) days from the receipt of the written request. If the issue is not resolved during the district level review, the party initiating the complaint may appeal to the State Department of Education, Office of Federal Programs at 601-359-3499 (timelines established in the appeal process by the State Department of Education). Pending resolution of the dispute, the student may enroll in the school of choice and participate in all school activities.

CPSD PROCEDURES FOR HOMELESS/UNACCOMPANIED YOUTH

Pursuant to and in compliance with the requirements of the Stewart B. McKinney Homeless Assistance Act of 1990, Canton Public School District shall, to the extent practicable under requirements relating to education established by state law, ensure that each eligible child of a homeless individual and each eligible homeless youth will have access to a free and appropriate education comparable to the education provided the children of district residents who are non-homeless, without isolation or stigma.

Homeless students include children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up).
- Living in motels, hotels, trailer parks, campgrounds due to lack of alternative accommodations;
- Living in emergency or transitional shelters
- Abandoned in hospitals; or
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

Unaccompanied youth include young people who have run away from home, been thrown out of their homes, and/or been abandoned by parents or guardians. These young people are separated from their parents for a variety of reasons. A youth is considered homeless and unaccompanied if they live in one of the following situations (except for educational purposes):

- In a shelter, motel, vehicle, or campground
- Living in a place not intended for a person to sleep
- Staying in a shelter or transitional housing
- Living on the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because he/she cannot find or afford housing

These procedures are to be followed by school personnel at the time of registration when encountering homeless/unaccompanied youth as described above:

1. Contact the district Homeless Liaison providing details of the student and his/her situation.
2. The Homeless Liaison will assist in completion of necessary forms, investigate, and coordinate with local and state agencies to ensure that the student has access to shelter, food, health care, and other appropriate services.

3. The Homeless Liaison will ensure that the student receives the educational services he/she needs to succeed in school, including school supplies, student fees and books, tutoring services, free lunch, etc.
4. Coordinate with local housing authorities and placement agencies to house students near their schools of origin.
5. Coordinate transportation for the student to the extent possible with the school district's transportation services, the school district in which the student may be housed transportation service, public transportation, taxi/van services, etc.
6. Students are provided a statement why they are denied a service or enrollment.

APPENDIX

Canton Public School District
McKinney-Vento Registration Checklist

Student: _____School:_____Date:_____

This checklist should be completed during residency verification at the assigned school on every child who meets the classification of homeless.

When a parent, guardian, or caregiver is referred for a possible homeless situation, the School Homeless Contact should **do** the following in a confidential location:

_____**1. Ask questions about living arrangements. Let them know the following: "This information is strictly confidential. Federal law mandates that this information is on a need-to-know basis. Therefore the questions to make a determination about your situation?"**

- **Are you currently with someone?**
- **Are you living there because you cannot afford a place of your own?**
- **How many bedrooms in the home?**
- **How many families in the home?**
- **Is the parent able to care for the child? (Unaccompanied Youth)**
- **Why is the child living with you? (Unaccompanied Youth)**

_____**2**. Complete the **Student Identification for Referral and Eligibility Form** (one for each child).

_____**3**. Have the parent, guardian, or caregiver complete the **Student Residency Questionnaire Form** (one for each child)

_____**4**. Have the parent, guardian, or caregiver complete the **McKinney-Vento Statement of Initial Contact** (one for each child)

_____**5**. Check all paperwork to ensure that the application documents are complete.

- **District Pamphlet**(Discuss with the contents with parents, guardian, or caregiver
- **Local Agencies List**
- **Mississippi Compulsory School Law**(Remind parent, guardian, or caregiver that kids must be in school.

_____ **6.** Make a legible **COPY** of the parent, guardian, or caregiver's ID driver's license, affidavit of Residency, and two proofs of residency(include with these McKinney-Vento Documents). Also, copy any other documentation needed to support the

application on file.

_____ **7.** Complete and give the parent, guardian, or caregiver the **Status Notification for McKinney-Vento Eligibility**.

_____**8**. Give parent, guardian, or caregiver the **Notice of Educational Services for Children and Youth that are Homeless**.

_____ **9.** If the child needs school supplies, have the parent, guardian, or caregiver call the District Homeless Liaison to schedule a pick-up.

_____**10.** Send a copy of the original application file to the District Homeless Liaison. Keep a copy for your records. Include this completed checklist with each application.

_____**11.** Check the **homeless indicator** in SAM.

Canton Public School District

Title X Part C McKinney-Vento Homeless Assistance Act
Education of Homeless Children and Youth Program

Student Identification for Referral and Eligibility Form

School:_____Referral Date:_____Person making referral:_____

Section 1. Student Information – Fill in all blanks, if possible.

Student's Name:_____
Current Age:_____ Current Grade:_____ Sex:_____ Race:_____
Parent/Guardian's Name:_____
Mailing Address:_____
Home Phone #:_____ Work Phone #:_____

Section 2. Eligibility Criteria – At least one (1) item must be marked.

_____ Child does not reside with a parent or legal guardian.
_____ Family resides in substandard housing.
(lacks or has inadequate utilities, excessive holes in floors, cardboard walls, mold, mildew, etc.)
_____ Parent/guardians are migrant workers.
_____ Child/family resides in temporary shelter or hotel/motel.
(runaway, throwaways, domestic violence, substance abuse, eviction, etc.)
_____ Child/family resides with relatives or friends temporarily.
(i.e. job, housing, or other income loss, "doubling up")
_____ Child/family resides in non/sub-standard domiciles or "on the streets."
(i.e. tents, vehicles, abandoned buildings)
_____ Child/family has a primary night-time residence in a supervised publicly/privately operated shelter. (shelters, transitional housing, transient/welfare hotels, etc.)
_____ Parent/guardian in placement of an institution. (i.e. jail/prison, mentally ill facility)
_____ Child in foster care.
_____ Other (specify) _____

Central Office Use Only **Section 3: Parent Interview**

Do you have pre-school age children? ___Yes ___No
Name:_____ Age:____ Grade:____ School:_____
Name:_____ Age:____ Grade:____ School:_____
Date of Decision _____ Student is eligible for services____ Student is not eligible for services _____
Reason for non-eligility:_____
Signature of Homeless/At-Risk Liaison_____

McKinney-Vento Statement of Initial Contact

Please provide a brief statement regarding your special situation for enrolling the student under the Mckinney-Vento Act.

Examples:

- *The student is in my care and not with a legal parent or guardian because…..*
- *I do **not** have a permanent housing in my name because……..*
- *I am living with a relative or friend because…..*

List the name(s) and grades(s) of the student(s) you are enrolling:

Student Name(s)	***Grade(s)***
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____

Parent/Guardian Signature **Date**

Status Notification of McKinney-Vento Eligibility

Referral Date _____Referred by: _____

School: _____

Student Name: _____Grade:_____

Parent/Guardian/Caregiver's Name: _____

Address _____

_____

_____Your child ***does*** meet the qualifications of the McKinney-Vento Act and ***is*** eligible for services provided under this Act. Enclosed is a Parent Information Sheet, a list of local agencies, and a brochure for you to review.

_____ Your child ***does not*** meet the qualifications of the McKinney-Vento Act and ***is not*** eligible for services provided under this Act.

Canton Public School District

McKinney-Vento 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 guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education.

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

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

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

1. Name of minor: _____
2. Minor's date of birth: _____
3. My name (adult giving authorization): _____
4. My home address: _____
5. Check one or both (for example, if one parent was advised and the other could not be located):

   _____ I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection.

   _____ I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.

6. My date of birth: _____
7. My state driver's license or identification card number: _____

I declare under penalty of perjury under the laws of this state that the foregoing information is true and correct.

Signature: _____ Date: _____