



SELMA
CITY SCHOOLS

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Selma City Schools

McKinney-Vento Homeless Act Plan and Protocol

2026-2027

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Section 1: Overview

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Education Assistance Improvements Act was authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA). The McKinney-Vento is designed to address challenges that homeless children and youth face in enrolling, attending and succeeding in school. The new or changed requirements focus on;

1. Identification of homeless children and youth;
2. Preschool-aged homeless children and their families have access to and receive services under LEA preschool programs, including Head Start, Part C of the Individuals with Disabilities Education Act, Early Intervention Program for infants and toddlers with Disabilities and other programs administered by the LEA;
3. Collaboration and coordination with other service providers, including public and private child welfare and social services agencies; law enforcement agencies, juvenile and family courts, mental health services, domestic violence agencies, child care under the Runaway and Homeless Youth Act; and providers of emergency, transitional and permanent housing, including public housing agencies, shelter operators, and operators of transitional housing facilities.
4. Professional development and technical assistance at both the State and local levels.
5. Removing enrollment barriers, including barriers related to missed application or enrollment deadlines, fines, or fees, records required for enrollment, including immunization or other required health records, proof of residency, or other documentation or academic records; including documentation of credit transfer;
6. School stability, including the expansion of school or origin to include preschools and receiving schools and the provision of transportation until the end of the school year, even if a student becomes permanently housed;
7. Privacy of student records, including information about a homeless child or youth's living situation; and
8. The dispute resolution process.

Definition of Homelessness

Homeless children and youth are defined as those individuals who lack a fixed, regular and adequate nighttime residence. The term includes-

Children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship or a similar reasons (sometimes referred to as "doubled-up")
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters; or
- abandoned in hospitals;
- 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;
- Child and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

Residency and Educational Rights

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

- 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 the documents normally required at the time of enrollment.
- Services provided to Homeless Children and Youth will be equitable to those services offered to other students in the school system, including educational services for which the child/youth meets the eligibility criteria. Educational services will include all available programs but not limited to programs for the disadvantaged, handicapped, limited English proficiency, career/technical education, academically gifted and talented, Title I services and school meal programs.
- Parent(s)/Guardian(s), when applicable, will be given the opportunity to participate in the decision-making process regarding the educational planning for the homeless student.
- The LEA will ensure that transportation is provided, at the request of the parent or guardian (or in the case of the unaccompanied youth) to and from the school of origin. (Provisions are made for transportation costs.)

School Records

The enrollment of homeless children shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

A temporary social security number can be obtained through the school office by the office staff or the counselor. Students needing assistance with obtaining immunization should be referred to the Homeless Liaison. Assistance will be provided to obtain needed immunizations. This process will not delay student enrollment.

The records of the homeless child/youth shall be maintained in the same manner as those of other students.

Records shall be maintained in a manner consistent with Section 438, Protection of the Rights and Privacy of Parents and Students, of the General Education Provisions Act.

In-State & Out-of-State Records- If a homeless child/youth transfers to another location, records will be transferred in a timely manner to the new school.

Section 2: Identification and Eligibility

Procedures to identify and Verify Eligibility of McKinney-Vento Students

The Selma City Schools Homeless Plan for Children and Youth is based on the guidelines established by the State Department of Education as outlined in the Alabama Plan for the Education of Homeless Children and Youth. The plan is designed to insure that all services are administered in compliance with The Act and the State Plan.

A housing screener is included in the enrollment packet for all students. (English and Spanish)

Each school has a designated Homeless Liaison that works with the District Homeless Liaison in identifying students that are homeless. Many students are identified as they enroll in the system and others are identified as the home situation changes during the school year.

The School Homeless Liaison helps the family complete the Housing Information Form (**Appendix A**). The liaison makes a decision based on family information whether the student is homeless or not. The form is signed and submitted to the district's Homeless Liaison. The District Homeless Liaison makes a determination of the status of the application. If it is determined by the liaison that the student meets the criteria for Homeless, the form is signed and notification is sent to the school liaison, student's family/unaccompanied youth, and the Child Nutrition Program Department for immediate processing for access to the free meals program, and the student is identified in the student data information program at the Central Office. This process provides immediate access to a listing of the LEA's Homeless students.

If assistance is needed in areas such as school supplies, medical, dental, vision, clothing, fees, extracurricular activities and transportation, a request form is completed by the family, school staff, counselor and/or liaison. (**Appendix B**)

School personnel are trained on identifying homeless students, procedures for enrolling homeless students, board policy concerning enrollment, dispute and complaint procedures. Dispute and complaint forms along with the McKinney-Vento enrollment form are available on the district website.

- School Based Homeless Liaisons will ensure that their school has the NCHE McKinney-Vento Poster posted in areas that parents and students can view easily.
- School Based Homeless Liaisons will ensure that their school disseminates the SCS McKinney-Vento Flyers and 2-1-1 Connects Post Cards to every student/parent.

Section 3: Services and Standards

Title I Services and Funding

Services provided to Homeless Children and Youth will be equitable to those services offered to other students in the school system, including educational services for which the child/youth meets the eligibility criteria. Educational services will include all available programs but not limited to programs for the disadvantaged, handicapped, limited English proficiency, career/technical education, academically gifted and talented, Title I services and school meal programs.

Once Selma City Schools began receiving the McKinney-Vento Homeless Grant, services to the homeless students has increased. Such services available include but are not limited to after school tutoring, cost of field trips, classroom supplies, clothing, transportation, and medical, vision and dental needs of homeless students. Parents, homeless children and youth will be informed of services available through various ways. An informational packet is mailed to the available home address which includes a list of community resources available and the educational rights of homeless students. Homeless posters provided by the National Center for Homeless Education are posted in all schools and in community businesses. Information for homeless parents, children and youth, along with enrollment, dispute and complaint forms are available on the district website also. School counselors and the district social worker will work with families to find other community resources if needed.

The Federal Programs administrative assistant will enter all eligible students into PowerSchool upon receiving documentation of a homeless student.

A written request for assistance for Homeless student(s) is made to the Homeless Liaison at each school when services are required and then sent to the central office Homeless Liaison to be processed

Transportation

Selma City Schools will ensure that students that qualify as homeless students shall be provided services comparable to services offered to other students. In the event that transportation to and from their school of origin is in the same district, grant funds will be used to provide transportation to and from school. If the student is living outside the district, then the two districts will share responsibility if possible.

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

The Transportation Memorandum of Understanding will be signed by parents/unaccompanied youth and the district liaison. **(Appendix C)**

***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 Selma City Schools student identified as homeless shall be provided services comparable to services offered to other students in the child nutrition program. Students who qualify will receive free breakfast and lunch as offered by each school for the entire duration of the homeless situation.

Academic Services

Students identified as homeless shall be provided services comparable to services offered to other students in the school including educational 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 students.

Preschool Enrollment- the McKinney-Vento Act requires early care and education programs administered by the LEA's enroll students experiencing homeless immediately. This does not require them to exceed legal capacity limits or to enroll a child once a class is full. If classes are full, the homeless child will be referred to the closest preschool program available. Students will be put on a waiting list if programs are at capacity.

Partnerships

Selma City Schools is committed to meeting all the needs of homeless students through partnering with local agencies. School supplies, doctor and dental visits, glasses, food and clothes are provided for students through Title-I Homeless Set Asides.

The social worker, employed by Selma City Schools, assists families in finding the right community resources available for them as needed.

Selma City Schools is fortunate to have established many Community Partnerships. **Dallas County Family Resource Center, Edmundite Missions/BOSCO, Selma Housing Authority** are several resources that can help in areas that most Title I funds are not able to.

The United Way/2-1-1 Connects is used to provide resources to qualifying students who are not homeless but have many educational, physical and emotional needs that can't be met through any other resource.

Sight Savers partners with Selma City Schools to assist with vision needs and occasionally transportation as needed.

Local doctor, dental and vision offices partner with the district and help students by reducing costs for services.

Counseling services are provided to homeless students through different partnerships. **Cahaba Center For Mental Health** provides counseling for child abuse students as needed. A licensed counselor, if needed, will be contracted by Selma City Schools to assist students with mental, emotional and social issues.

A number **of local churches** in each school community provide toys and food at Thanksgiving and Christmas to needy students and their families, while district funds are used for clothes and school supplies.

The local **American Red Cross** has and will continue to assist with families after a storm event.

Section 4: Enrollment Procedures

Immediate Enrollment of Students

Any student who claims to be homeless will be immediately enrolled even if they do not have the 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.

Enrollment of Unaccompanied Youth

Unaccompanied Youth experiencing homelessness will be enrolled in school immediately. The student will be informed of their rights to transportation and their right to appeal school or district decisions. The Liaison will ensure that the unaccompanied youth are immediately enrolled in school pending resolution of disputes that may arise over school enrollment or placement.

(Appendix G)

School Selection

Selma City Schools 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/guardians 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 areas are eligible to attend.

School Selection Checklist for Decision Making will be used to determine school selection in the best interest of the child along with parents input. If there is a dispute, the child will remain in school of origin until dispute is resolved. Parents will be informed of the process and given the form for complaints and dispute resolution. **(Appendix D)**

Credit Accrual Procedures

Selma City Schools follows specific credit accrual procedures for students identified under the McKinney-Vento Act, which provides educational stability for homeless children and youth. The school district ensures that these students have access to the same educational opportunities as their peers, facilitating the accumulation of credits necessary for graduation. This includes the acceptance of partial and full credits obtained from other school districts, ensuring that students can seamlessly continue their education without the risk of losing previously earned credits.

To support the educational needs of McKinney-Vento students, Selma City Schools implements a structured process for evaluating and transferring credits. The district collaborates with families and other educational institutions to verify credits earned elsewhere. This practice aligns with federal law, which mandates that schools provide equitable access to education for homeless students, thereby promoting their academic success and helping them achieve their graduation requirements.

To assist schools in effectively managing credit accrual for McKinney-Vento students, a comprehensive checklist can be utilized. This checklist should include steps for verifying credits from prior districts, maintaining accurate records, facilitating communication with families, and ensuring compliance with federal regulations. By following this checklist, schools can ensure that McKinney-Vento students receive the support they need to accumulate the necessary credits for graduation.

Credit Accrual Checklist for McKinney-Vento Students

1. **Identify McKinney-Vento Students:**
 - Confirm eligibility based on the McKinney-Vento Act.
2. **Verify Prior Credits:**
 - Collect transcripts from previous schools.
 - Assess the validity of credits earned.
3. **Document Credit Transfer:**
 - Maintain detailed records of credits accepted.
 - Ensure alignment with state and federal guidelines.
 - Communicate and collaborate with Federal Programs Director, McKinney-Vento Liaison, and Curriculum & Instruction Director
4. **Communicate with Families:**
 - Inform families of credit status and options.
 - Provide support services as needed.
5. **Monitor Academic Progress:**
 - Regularly review student performance.
 - Adjust support strategies based on progress.
6. **Ensure Compliance:**
 - Review procedures for alignment with McKinney-Vento requirements.
 - Train staff on federal regulations and district policies.

Appeal and Dispute Process

Disputes

If a dispute arises over any issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending. The school where the dispute arises will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled in the requested school and receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are delaying or denying the enrollment of children and youth in transition repeatedly.

The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process.

Appeal Process

Oral Complaint

In the event that an unaccompanied student or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present their position to the Selma City School's homeless liaison.

Written Complaint

If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the homeless liaison. The written complaint must include the following information: the date the complaint is given to the homeless liaison; a summary of the events surrounding the dispute; the name(s) of the school division personnel involved in the enrollment decision; and the result of the presentation of the oral complaint to the homeless liaison. Within five (5) school days after receiving the written complaint, the homeless liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that decision, including the reasons therefore, to the Complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

Appeal to SCS Homeless Dispute Resolution Committee (incl. SCS Board Members, Superintendent, & Homeless Liaison)

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may appeal that decision to the SCS Homeless Dispute Resolution Committee by filing a written appeal. The homeless liaison shall ensure that the SCS Homeless Dispute Resolution Committee receives copies of the written complaint and the response thereto. The SCS Homeless Dispute Resolution Committee shall schedule a conference with the Complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the SCS Homeless Dispute Resolution Committee shall provide a written decision to the Complainant including a statement of the reasons therefore. The SCS Homeless Dispute Resolution Committee's written finding shall include a statement regarding the right to file an appeal with the Alabama State Department of Education.

Appeal to the ALSDE State Superintendent

Complaints to the Alabama State Department of Education shall be in writing and signed by the parent/guardian or unaccompanied student and mailed or delivered to:

State Homeless Coordinator
Alabama State Department of Education 5348 Gordon Persons Building
50 North Ripley Street
Montgomery, Alabama 36104-2101

The State Homeless Coordinator will inform the involved school district(s) of the complaint. The Coordinator will gather needed information and statements of the parties involved and may conduct an independent investigation through an on-site visit if necessary.

The State Homeless Coordinator, in consultation with other state officials, will tender a written decision and inform the interested parties within ten (10) business days of receipt of the appeal.

**** All barriers to enrollment are removed for students experiencing homelessness.**

(Appendix E and F)

Section 5: Professional Development

McKinney-Vento Professional Development Opportunities

- District Staff will attend state professional development as it is provided each year.
- District Staff will attend the National Association Education for Homeless Children and Youth Conference each year.
- Professional Development is provided at the beginning of each school year, principals, school liaison, counselors, office staff and teachers on homeless definitions, enrollment procedures and policies.

District Website

Information is placed on the Selma City Schools website under the McKinney-Vento Homeless Program link. This information includes the following:

- LEA Homeless Plan
- Contact Information
- Information for Parents
- Enrollment Forms
- Policy
- Link to the National Center for Homeless Education

Section 6: Educational Staffing and Support

The McKinney-Vento District Liaison's Role and Responsibilities

- Ensure that procedures are established and followed across the school district
- Provide each student who qualifies for homeless services will receive free and appropriate education
- Collaborate with transportation and Child Nutrition Program personnel to coordinate services.
- Ensure that homeless students are aware of their educational rights.
- Post "Homeless" posters in schools, local community and businesses.
- Maintain records to document homeless students' process.
- Provide professional development to district wide staff responsible for enrollment and assisting students.
- Maintain all district data collection and reporting requirements on students experiencing homelessness.

School Level Liaison's Role and Responsibilities

Each school will assign on staff member who will serve as the homeless liaison.

- Identify students that may be facing homeless situations.
- Ensure that all enrollment procedures are followed.
- Assist families in completing the McKinney-Vento Enrollment form.
- Monitor school attendance and academic achievement.
- Identify physical, emotional and mental needs and issues homeless students may have.

McKinney-Vento Act (Homeless) Identification/Referral Form Selma City Schools

Send completed form via fax or email to the District Homeless Liaison. Complete one form per family. Share completed forms with other schools as needed. Be reminded that information regarding homelessness is to be kept confidential.

Selma City Schools Homeless Liaison:

Irene Patterson – Homeless Liaison
 Mailing Address: 2194 Broad St, Selma, AL 36701
 Phone: 334-419-0994
 E-mail: irene.patterson@selmacityschools.org

I have identified a student who may be experiencing homelessness (***lacking a fixed, regular, and adequate nighttime residence***) and would like to make a referral to the Homeless Liaison. (Signatures indicate student(s) meet requirements of McKinney-Vento Act.)

Referral Date: _____

School Counselor Signature: _____

School Administrator Signature: _____

Information Related to School-Aged Children

Student Name	School	Grade	Last School Attended

Parent/Guardian/Caregiver(s) Name: _____ Phone: _____

Current Address:

Living Arrangements (check one) ☐ In a shelter ☐ Doubled-up ☐ In a hotel/motel ☐ Unsheltered ☐ Other <i>Specify:</i> _____ Definitions: Shelter – includes children and youth living in emergency shelters, transitional living programs. Doubled-up – sharing the housing of other persons due to loss of housing economic hardship, or a similar reason. This category includes children, youth, and unaccompanied youth who live with relative, friends, boyfriends, girlfriends, etc. – because they cannot afford housing on their own. Hotels/Motels – children, youth and unaccompanied youth who are temporarily living in hotels and motels because they cannot afford other types of housing. Unsheltered – children, youth or accompanied youth who live in abandoned buildings or apartments, bus or train stations, campgrounds, cars, parks, public spaces, trailer parks, children abandoned in hospitals,	Check areas of concern that apply to identified student(s). ☐ Student lacks a permanent residence ☐ Student is unable to pay school fees ☐ Immunizations are needed ☐ Birth certificate is needed ☐ Excessive absences are a problem ☐ Lacks academic records and/or documentation ☐ Academic problems indicate a need for instructional support ☐ School supplies are needed ☐ Transportation to school is a problem ☐ Student/family needs assistance accessing community resources ☐ Behavior indicates a need for mental health counseling ☐ School uniforms/clothes are needed ☐ Free lunch form needed ☐ Health problems are indicated ☐ Guardianship is a problem ☐ IDEA (gifted, talented, disabilities) services needed ☐ EL services needed ☐ Migrant services needed ☐ Other <i>Specify:</i> _____
Additional Comments:	

☐ Copy sent to District Homeless Liaison

☐ Resource list shared with parent/guardian

☐ Homeless status marked in PowerSchool

☐ District liaison contact information shared with parent/guardian

MCKINNEY-VENTO HOMELESS
REQUEST FORM
(ONE CHILD PER FORM PLEASE)

STUDENT’S NAME _____ **AGE** _____ **RACE** _____ **SEX** _____

SCHOOL _____ **DATE** _____ **GRADE** _____

PERSON INITIATING REQUEST _____

REASON FOR REQUEST

- ASSISTANCE REQUESTED:**
- ☐ **Medical/Health (Glasses, hearing aids, doctor/dental visit, etc.)**
 - ☐ **Educational Needs (Supplies, equipment, etc.)**
 - ☐ **Clothing (State specific sizes)**
 - ☐ **Transportation**
 - ☐ **Hygiene Products**
 - ☐ **Extracurricular School Activities (Field trips, intervention, extra-curriculum, etc.)**
- _____

APPROVAL SIGNATURE _____

Circle One: School Homeless Liaison/Guidance Counselor Principal Social Worker Nurse

District Homeless Liaison Approval _____ **Date** _____

INITIAL TO INDICATE RECEIPT OF REQUESTED ASSISTANCE _____ **Date** _____
SCHOOL OFFICIAL

COMMENTS

Print Name (Parent) _____ **Signature (Parent)** _____

Date _____



APPENDIX C

Selma City Schools**TRANSPORTATION MEMORANDUM OF UNDERSTANDING**

Dear Parent/Guardian/Unaccompanied Youth,

Your child(ren) or you, as an unaccompanied homeless youth, are currently eligible for services through the McKinney-Vento program. Per the McKinney-Vento Homeless Assistance Act, transportation will be provided to your child(ren) or you, as an unaccompanied youth, to and from school.

The following describes our agreement with you regarding transportation:

Pick-Up

Students must be at the selected location at the time coordinated by the homeless liaison/transportation department.

Drop-Off

An adult pre-approved by parents and guardians must be present at the selected location to pick-up students too young to be left unsupervised. The homeless liaison/transportation department will provide the time that the adult must be present for pick-up of students; parents and guardians must not if the liaison if an adult other than the parent or guardian will be picking up the student.

Communication of Absences

If a student is going to be absent from school and therefore does not need transportation for part or all of a day, parents or guardians must call and inform the designated driver no later than 6:00 a.m. on the day of the absence so the driver can plan accordingly.

Behavioral Expectations

Students and parents are expected to follow Selma City Schools' policies for student behavior. Disciplinary actions for students who violate the behavior policies will be followed as they are for any student enrolled in Selma City School's.

If a student's residence changes, the homeless liaison/transportation department must be contacted for transportation to be arranged. The transportation department may be reached at 334-419-0994.

Individual Transportation to and from the School of Origin

Individuals transporting students to their school of origin from outside their attendance zone are eligible for mileage reimbursement. Mileage reimbursement is limited to the distance to and from the student's current residence _____ (address) and the school of origin _____. Mileage claims should be completed on the board approved travel form and turned in to the Homeless Liaison by the 10th of each month.

Driver's Name: _____

Contact Phone Number: _____

If Selma City Schools fails to provide the agreed upon transportation services, the liaison should be contacted. Your liaison is Irene Patterson and may be reached at 334-419-0994.

Please sign below to acknowledge that you understand and agree with these expectations and terms.

Parent/Guardian/UHY Name (Printed)	Signature	Date
------------------------------------	-----------	------

Irene Patterson, Homeless Liaison	Signature	Date
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APPENDIX D

School Selection Checklist for Decision Making

School of Origin Considerations	Local Attendance Area School Considerations
☐ 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; 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 <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 <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 better met 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 at the local attendance area school.</i>
☐ Length of Anticipated Stay <i>The student's current living situation is outside of the school of origin's attendance zone, but the living situation continues to be uncertain. The student will benefit from the continuity offered by remaining in the school of origin.</i>	☐ Length of Anticipated Stay <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 the local community.</i>

APPENDIX E

SELMA CITY SCHOOLS

McKinney-Vento Enrollment Complaint Dispute Form

School: _____

Student's Name: _____ Grade: _____

Current Address: _____

Current Phone: _____ Current Email: _____

Parent/Guardian/Complaining Party's Name: _____

Relationship: ☐ Parent ☐ Guardian ☐ Unaccompanied Youth ☐ Other: _____

Please note: Information regarding student's address, phone number, and information protected by FERPA and can only be released to parent/guardian, the student, or to a person specifically designated as a representative of the parent/guardian.

School that parent chooses child to be immediately enrolled in and /or transported to/from until dispute is resolved: _____

Is this the school of origin*? ☐ Yes ☐ No

**School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled.*

If no, from which school was the student transferred? _____

Reason for the Complaint: (Explain in the space provided)

Signature of parent/guardian/complaining party

Date

Principal's Actions on the Complaint

Taken within 5 school day(s) after receiving notice of the complaint.

Date Homeless Liaison was notified of the dispute: _____

Action taken by principal to resolve the dispute:

Was the dispute resolved? ☐ Yes ☐ No Explanation:

Principal Signature: _____ Date: _____



APPENDIX F

**Selma City Schools Dispute
Resolution
Final District Decision Form**

Student Name:	School Name:
Parent/Guardian/Unaccompanied Youth Name:	Relationship to Student:
Street Address (City, State, Zip):	Phone Number:

Based on the investigation conducted by the Office of Federal Programs, it has been determined that the above named student _____ **IS** or _____ **IS NOT** (check one) entitled to enrollment in and/or transportation to the above named school due to the following reason(s):

You may appeal this decision to the Alabama State Department of Education within three working days. If you do not file an appeal, the district's decision will go into effect on __ (date). If you would like to appeal this decision, you must complete the appeal information below. For help completing the appeal, please contact the Homeless Liaison at 334-419-0994. If you are an unaccompanied youth and would like to file an appeal, the Homeless Liaison must help you.

Irene Patterson, District Homeless Liaison

(Date)

Parent/Guardian/Unaccompanied Youth Appeal to the Alabama State Department of Education

I understand that I have the right to appeal the district's decision to deny enrollment of my child to the requested school and that my right to appeal must be exercised within three working days of the above date. I understand that the above student must remain enrolled and provided with transportation (if feasible) until the State makes a determination (within ten days).

Based on the explanation provided:

____ I do not wish to appeal this decision.

____ I wish to appeal this decision to the Alabama State Department of Education. Please forward this information to:

State Coordinator for Homeless Education
Alabama State Department of Education
Federal Programs
50 North Ripley Street
Montgomery, AL 36130
334-694-4516



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 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: _____