Sec. 1. TRANSITION ASSISTANCE FOR HIGHLY MOBILE STUDENTS

a) *Definitions*

"Educational and course programs" means programs intended to provide instruction to students in conjunction with or outside of the required curriculum, which may include, but are not limited to, gifted and talented services, bilingual or special language services for emergent bilingual students, career and technical education, and early college high school.

"Enrollment conference" means a student-centered meeting between key Academy of Accelerated Learning, Inc. (AAL) staff and the newly enrolled student and/or the student's parent or guardian that occurs within the first two weeks of enrollment, as soon as feasible, at a new school to collaboratively ease transitions; identify the student's academic strengths and extracurricular interests; introduce school processes and opportunities for engagement; and identify any interventions and additional support services (e.g., special education or Section 504 services, academic and/or behavioral interventions, social and emotional needs, college and career readiness). The student's attendance in the conference should be addressed on a case-by-case basis.

"Records" means documents in printed or electronic form that include, but are not limited to, student transcripts; individual course grades; academic achievement records; course credits, whether full or partial; individualized education program referrals; intervention data; immunizations; state assessment scores; student attendance data; disciplinary reports; graduation endorsements; special education/Section 504 committee records; performance acknowledgements; and personal graduation plans.

"Welcome packet" means a compilation school and community resources provided to new students within the first two weeks of enrollment at a new school that helps to familiarize the student with the school.

19 Tex. Admin. Code § § 89.1601(2), (4), (9), (11).

b) *Record Transfers*

AAL shall ensure that school records for students who are identified as homeless or in substitute care are transferred to the student's new school after receiving a request for records. Student records must be requested, sent, and received using the Texas Records Exchange ("TREx") system.

AAL is required to transfer student records within ten working days of receipt of a request from a district to which a student who is homeless or in substitute care enrolls. The discretionary authority under Texas Education Code § 31.104(d) to withhold records of a student if the student has not returned or paid for instructional materials or technological equipment does not exempt AAL from the mandatory provision to send records to another public school in which the student enrolls.

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19 Tex. Admin. Code § 89.1603.

c) *Systems to Ease Transitions*

AAL shall develop systems to ease transition of a student who is homeless or in substitute care during the first two weeks of enrollment at a new school. These systems shall include the following:

1. Welcome packets containing applicable information regarding enrollment in extracurricular activities, club activities, information on fee waivers, tutoring opportunities, the student code of conduct, available student supports, and contact information for key school staff members such as principals, registrars, counselors, designated liaisons, nutrition coordinators, and transportation specialists;
2. Introductions for new students that maintain student privacy and confidentiality to the school environment and school processes by school faculty, campus-based student leaders, or ambassadors; and
3. Mechanisms to ensure that a process is in place for all students who qualify to receive nutrition benefits upon enrollment, as all students who are homeless or in substitute care are eligible for United States Department of Agriculture Child Nutrition Programs. The process must expedite communication with the AAL nutrition coordinator to ensure that eligible students are not charged in error or experience delays in receiving these benefits.

19 Tex. Admin. Code § 89.1605(a).

AAL must provide professional development opportunities and resources to support key staff members such as principals, registrars, counselors, designated liaisons, nutrition coordinators, and transportation specialists on local processes and procedures for facilitating successful school transitions for students who are homeless or in substitute care. *19 Tex. Admin. Code § 89.1605(c)*.

A district must use the TREx, the Personal Identification Database ("PID"), or the Person Enrollment Tracking ("PET") application to facilitate records transfer and expedite coordination and communication between the sending and receiving schools. In cases where records from the student's previous school are missing or cannot be located, AAL should use the Texas Student Data System ("TSDS") Unique ID application to identify where the student was previously enrolled. *19 Tex. Admin. Code § 89.1605(c)–(d)*.

d) *Enrollment Conference*

AAL shall convene an enrollment conference within the first two weeks or as soon as feasible, after a student who is homeless or in substitute care enrolls in the school. The convening of the enrollment conference shall not delay or impede the enrollment of the student.

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The student's attendance in the conference should be addressed on a case-by-case basis. The enrollment conference may be used in conjunction with an existing meeting that is designed for similar purposes for newly enrolled students.

The enrollment conference shall address the student's credit recovery, credit completion, attendance plans and trauma-informed interventions, interests and strengths, discipline or behavior concerns, previous successes, college readiness, and social and emotional supports as well as district policies relating to transfers and withdrawals and communication preferences with parents or guardians.

The enrollment conference may be comprised of:

1. School administrators;
2. McKinney-Vento or foster care liaisons;
3. Social workers;
4. Teachers;
5. School counselors;
6. Dropout prevention specialists;
7. Attendance/truancy officers;
8. The relative caregiver, foster placement caregiver, or DFPS caseworker;
9. The DFPS designated educational decision-maker;
10. The DFPS caseworker, Court Appointed Special Advocates ("CASA") volunteer, or other volunteers, as applicable; and
11. A parent or guardian, unless the caseworker indicates the parent's or guardian's rights to participate have been restricted by the court.

19 Tex. Admin. Code § 89.1605(b).

e) *Placement in Educational Programs and Courses*

AAL must establish procedures to receive, review, and assess student records for the initial course and educational program placement for a student who is homeless or in substitute care upon enrollment at a new school.

AAL must ensure that a student who is homeless or in substitute care has the opportunity to pursue the same endorsement categories, to the extent possible. If only one endorsement is offered, it must be multidisciplinary studies.
To the extent possible, AAL shall ensure the continuation of a student's course and educational programs, if appropriate, from the previous district by placing the student in comparable courses and programs for which they are eligible.

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AAL shall promote placement in academically challenging and career preparation courses.

19 Tex. Admin. Code § 89.1609.

f) *Promotion of Access to Educational and Extracurricular Programs, etc.*

AAL will develop processes to increase awareness of opportunities available to students who are homeless or in substitute care to participate in extracurricular programs, summer programs, credit transfer services, electronic courses, and after-school tutoring programs.

AAL must identify and remove barriers, whenever possible, to participation by students who are homeless or in substitute care in extracurricular programs, summer programs, credit transfer services, electronic courses, and after-school tutoring programs.

Appropriate school staff must facilitate the process to complete and submit a University Interscholastic League ("UIL") waiver of residence application form for a student who is homeless and plans to participate in varsity athletics, if AAL participates in UIL varsity athletics.

In compliance with Texas Education Code § 25.001(f), a durational residence requirement may not be used to prohibit a student in substitute care from fully participating in any activity sponsored by AAL.

19 Tex. Admin. Code § 89.1611.

g) *Students Experiencing Homelessness*

McKinney-Vento Liaisons must inform unaccompanied homeless youths of their status as independent students for the purpose of applying for financial aid for higher education and provide verification of such status for the Free Application for Federal Student Aid ("FAFSA"). School counselors must also assist and advise students experiencing homelessness with college preparation and readiness. *19 Tex. Admin. Code § 89.1613(a)–(b)*.

h) *Students in Substitute Care*

AAL shall ensure that a student in substitute care who is enrolled in grade 11 or 12 is provided information regarding tuition and fee exemptions under Texas Education Code § 54.366, for dual-credit or other courses provided by a public institution of higher education for which a high school student may earn joint high school and college credit.

AAL shall inform students in substitute care of tuition and fee exemptions under Texas Education Code § 54.367, regarding monthly payments, medical assistance benefits, and reimbursement of fees.

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AAL shall ensure students in substitute care are informed that every higher education institution in Texas has a designated foster care liaison to assist students.

Foster care liaisons are encouraged to support students in substitute care with linking to colleges to develop connections and facilitate effective transitions into postsecondary education.

Foster care liaisons, school counselors, and others must assist students with seeking and applying for all types of scholarships for which the student may qualify.

19 Tex. Admin. Code § 89.1613(c).

i) *Notice to Educational Decision-Makers and Caseworkers*

AAL must provide notice in writing to the educational decision-maker and caseworker of a student who is in substitute care regarding events that may significantly impact the education of the student. *19 Tex. Admin. Code § 89.1617*.

Events that may significantly impact the education of a child include:

1. Requests or referrals for an evaluation under Section 504 or special education under Texas Education Code § 29.003;
2. Admission, review, and dismissal committee meetings;
3. Manifestation determination reviews;
4. Any disciplinary actions under Chapter 37 of the Texas Education Code for which parental notice is required;
5. Citations issued for Class C misdemeanor offenses on school property or at school-sponsored activities;
6. Reports of restraint and seclusion required by Texas Education Code § 37.0021;
7. Use of corporal punishment as provided by Texas Education Code § 37.0021; and
8. Appointment of a surrogate parent for the child under Texas Education Code § 29.0151.

Tex. Educ. Code § 25.007(b)(10).

Sec. 2. CHILD WELFARE CONTACT

As a condition of receiving Title I, Part A funds, AAL must collaborate with the state or local child welfare agency to designate a point of contact if the child welfare agency notifies AAL, in writing, that the agency has designated an employee to serve as a point of contact for the school. *20 U.S.C. § 6312(c)(5)(A)*.

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