



# **Freeport Area School District**

## **McKINNEY-VENTO – HOMELESS/DISPLACED STUDENT PROCEDURE MANUAL**

# **McKINNEY-VENTO – HOMELESS/DISPLACED STUDENT PROCEDURE MANUAL**

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## **I. PURPOSE**

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, and extracurricular activities, as provided to other children and youths. The Freeport Area School District, herein known as FASD, will ensure that children and youth who are homeless are free from discrimination, segregation, and harassment. Any information regarding each student's homeless status shall be handled in a confidential and professional manner by school and system personnel.

## **II. DEFINITIONS**

The term "homeless child and youth" is defined as individuals who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons;
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodation;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations, or similar settings;
- Sleeping in a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations; and,
- Migratory- who qualify as homeless living in the circumstances described above. A child or youth shall be considered to be experiencing homelessness for as long as he or she is in a living situation described above.
- Unaccompanied- not in the physical custody of a parent or guardian; in practical terms, this means the youth does not live with the parent or guardian, who is in transition as defined above.

### **Additional Definitions**

- Enrollment - includes registration, attending classes, and participating fully in school activities.
- School of Origin - the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- School of Residence - means the school or schools that non-homeless students are eligible to attend in the attendance area where a homeless student is residing.
- Title I, Part A, Services - Children and youth in transition are automatically eligible for Title I, services, regardless of what school they attend. The District's Title I plan will be coordinated with the McKinney-Vento services. Districts are required to set aside funds for homeless students. Children and youth in transition will be assessed, reported on, and included in accountability systems, as required by federal law and U.S. Department of Education Regulations and Policy Guidance.

## **III. WHAT FAMILIES AND UNACCOMPANIED YOUTH NEED TO KNOW**

- All school districts are required to have a homeless education liaison within their school district.
- Children and youth experiencing homelessness have the right to attend school.
- A permanent address is not needed to enroll in school.
- Children in homeless situations have the right to stay in the school they attend before becoming homeless or where they last enrolled (school of origin) if the parent or guardian so chooses.
- A homeless child cannot be denied school enrollment just because school records, immunizations, or other enrollment documentation are not immediately available and must be enrolled immediately.
- Schools must provide a written explanation if a placement dispute occurs; parents/guardians may contact the District's Homeless Liaison.
- A homeless child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible
- A homeless child is entitled to free breakfast and lunch, transportation assistance and to receive Title I services.
- Unaccompanied homeless youth (0- 21 years of age) not living with parent(s) or legal guardian(s), have these same rights.

#### **IV. LIAISONS**

The McKinney-Vento Act requires that every school district designate a staff person to serve as the Homeless Education Liaison, whose role is to assist displaced students enrolling in school, remove all barriers to enrollment, ensure that displaced students receive the educational services for they are eligible and have access to all school activities and events. This liaison may have other duties within the school district.

#### **The Homeless Education Liaison's Responsibilities**

Ensure that:

- homeless children and youth are identified by school personnel and through coordination with other entities and agencies.
- homeless students enroll in, and have full and equal opportunity to succeed in, the schools of the Local Education Agency (LEA).
- families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under Part C of the IDEA, and other preschool programs administered by the LEA.
- homeless families and homeless children and youths receive referrals to health, dental, mental health, and substance abuse services, housing services, and other appropriate services.
- Parents and guardians are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians and unaccompanied youths.
- enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act.
- the parent/guardian of a homeless child or youth, or any unaccompanied youth, are fully informed of all transportation services, including transportation to and from the school of origin and are assisted in accessing transportation services.
- Unaccompanied youths are enrolled in school, have opportunities to meet the same challenging State academic standards as the State establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv), and their right to receive verification of this status from the local liaison. (Section 722(g)(6)(A))

#### **Additional Duties**

##### **Training**

The Liaison will conduct and/or set up (Regional ECYEH Office, etc.) training and sensitivity/awareness activities to relevant school personnel at least once each year. The training(s) and activities will be designed to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition.

##### **Coordination**

The liaison and/or designee will coordinate with and seek support from the Regional ECYEH Office, public and private service providers in the community, housing and placement agencies, the pupil transportation department, local liaisons in neighboring districts, and other organizations and agencies. Coordination may include conducting outreach and training to those agencies and participating in the local continuum of care, homeless coalition, homeless steering committee, and other relevant groups. Both public and private agencies will be encouraged to support the local school district in implementing this policy

#### **V. CONVERSATIONS**

Conversations about a family or youths housing situation can be uncomfortable, tense, or invasive. Using the term homeless might associate it as being negative, which encourages stigma, which can increase shame and embarrassment for those experiencing it. The shame and embarrassment can prevent families and unaccompanied youth from seeking the help they need. We suggest replacing the use of the term homeless and using one of the following terms, displaced or temporary housing arrangement. These terms have less of a negative association attached to them and using them may make the family or youth more open to share their situation. Make it clear that you are not trying to get them in trouble, but rather, want to make sure they receive all services for which they are eligible.

When working with a student in temporary housing, keep in mind that losing one's home can be traumatic. In some cases, the student may be contending with chronic stress caused by the instability of being homeless and additional factors such as substance abuse on the part of the parent(s), untreated mental illness on the part of the parent(s), or domestic violence. Chronic stress and trauma have a very real effect on a student's brain, body, and behavior. When talking with a student, be sure to use trauma-sensitive strategies. Make sure an adult in the school community is regularly checking in with the student. Practice active listening and emphasize partnership over power. Avoid causing shame or blame, and be very clear about expectations and always make sure the student feels safe and supported.

## **VI. IDENTIFICATION**

Identified in collaboration with school personnel and community organizations, the local Liaison will identify children and youth in transition in the district, both in and out of school. The Liaison or designee will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth in transition, and procedures for forwarding information indicating homelessness to the District's Student Registration Office/Home School Visitor, Food Services, Transportation, and Special Education as deemed appropriate. Instruction will be provided to school personnel to inquire about possible homelessness upon the enrollment and withdrawal of every student and to forward information indicating homelessness to the appropriate District personnel. Community partners in identification may include the following: family and youth shelters, soup kitchens, motels, campgrounds, drop-in centers, welfare departments and other social service agencies, street outreach teams, faith-based organizations, truancy and attendance officers, local homeless coalitions, and legal services. When necessary, the Liaison will also seek the assistance of the Regional Coordinator, from the PA Education for Children and Youth Experiencing Homelessness Program (ECYEH). Once identification is confirmed, the Liaison will keep data on the number of children and youth in transition in the district and enter the data into the PA ECYEH Database on a monthly basis; this includes younger siblings who are not of school age.

Common Signs:

- ◆ Wearing clothes several days
- ◆ Lacking shower facilities/washers, etc.
- ◆ Chronic hunger or food hoarding
- ◆ Fatigue (may fall asleep in class)
- ◆ Erratic attendance and tardiness
- ◆ Attendance at many different schools
- ◆ Consistent lack of preparation for school
- ◆ Incomplete or missing homework
- ◆ Loss of books and supplies on regular basis
- ◆ Elevated concern for safety of belongings
- ◆ Unwilling to form relationships with peers & teachers
- ◆ Inability to contact parents

#### Common Statements:

- Statements such as:
  - “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 right now.”

### **VII. SCHOOL SELECTION**

Each child and youth in transition has the right to remain at his or her school of origin or to attend any school that houses students who live in the attendance area in which the child or youth is actually living are eligible to attend. Keeping students in their schools of origin enhances their academic and social growth, while permitting our schools to benefit from the increased test scores and achievement shown to result from student continuity. Therefore, in selecting a school, children and youth in transition will remain at their schools of origin to the extent feasible, unless that is against the parent or youth’s wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years. Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining feasibility.

#### **Determining Best Interest**

The concept of best interest appears in the McKinney-Vento Homeless Assistance Act in relation to a student's school selection options, which include the school of origin and the local attendance area school.

In determining a child's or youth's best interest, an LEA must presume that keeping the displaced child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the child's or youth's parent or guardian, or in the case of an unaccompanied youth, the youth. (Section 722(g)(3)(B)(i)). When determining a child's or youth's best interest, an LEA must consider student-centered factors, including factors related to the impact of mobility on achievement, education, health, and safety of homeless children and youths, giving priority to the request of the child's or youth's parent or guardian or (in the case of an unaccompanied youth) the youth. (Section 722(g)(3)(B)(ii)). We encourage an LEA to also consider the school placement of siblings when making this determination.

If, after conducting the best interest determination and the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent or guardian, or the unaccompanied youth, the district must provide the child's or youth's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian, or unaccompanied youth, including information regarding the right to appeal.

### **VIII. ENROLLMENT**

Consistent, uninterrupted education is vital for academic achievement. Due to the realities of homelessness and mobility, students in transition may not have school enrollment documents available readily. Enrollment must be immediate.

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency

- Transcripts/school records (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (Health records may often be obtained from previous schools or state registries, and school- or community-based clinics can initiate immunizations when needed. **NOTE: With MV eligibility, the Federal Law supersedes the State Law, meaning that the five (5) day rule does not come into play. If they do not have their immunizations, then the liaison and/or their designee is to assist them with obtaining them.**)
- Proof of guardianship
- Birth certificate
- Any other document requirements
- Unpaid school fees
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation

Unaccompanied youth must also be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or the liaison.

Once the student has been enrolled, a request for records is to be submitted immediately to their prior district.

## **IX. TRANSPORTATION**

Without appropriate transportation, a student may not be able to continue attending his or her school of origin. The district will ensure that transportation is provided according to state guidelines, at the request of the parent, guardian or unaccompanied youth, to and from the school of origin for a child or youth in transition. Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes. Requests will be processed and transportation arranged without delay. If the student in transition is living and attending school in this district and requires transportation, FASD will arrange transportation. If the student in transition is living in this district but attending school in another, or attending school in this district but living in another, this district will coordinate with the neighboring district to arrange transportation. When inter-district difficulties arise with transportation, and the districts cannot agree, the cost will be split 50/50 between the two districts. In addition to receiving transportation to and from the school of origin upon request, children and youth in transition will also be provided with other transportation services comparable to those offered to non-homeless students.

Transportation does not just mean a school bus or van, here are a few other acceptable methods of transportation:

1. Public Transit Bus Passes (if available in area)
2. Taxi, Uber, and/or Lift Services
3. Mileage Reimbursement

Many times, due to the demand and lack of drivers, locating transportation through normal means is difficult. This is when working in cooperation of inter-district, special runs across district lines through special programs, community groups and organizations, becomes essential.

## **X. ACCESS TO COMPARABLE SERVICES**

Displaced students are to be provided services and education programs comparable to those received by other students and for which they meet eligibility criteria, such as services provided under Title I or similar state or local programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; gifted and talented programs; tutoring; before- and after-school program; homework assistance; referral to counseling; medical and dental services; school supplies; and school nutrition programs. Displaced students will be enrolled immediately in the free breakfast and lunch program.

The Elementary and Secondary Education Act (ESEA) requires an LEA to reserve Title I funds necessary to provide educationally related support services to homeless children and youths regardless of whether they attend a Title I school (In other words, this required reservation applies when all schools in an LEA are Title I schools (including Title I

schoolwide schools) and when an LEA has Title I schools and non-Title I schools). It also requires that the amount be sufficient to provide services to homeless children as described above. Although not required, if only a small number of homeless students are identified in an LEA, an LEA may wish to use a districtwide per pupil amount for homeless students if this approach yields a reservation amount that is sufficient for the LEA to meet these requirements. When a greater number of students are identified as homeless, LEAs may find it helpful to use past years' enrollment and cost data on expenditures to determine the next year's reservation. There are two principles that govern the use of Title I, Part A funds to provide services to homeless students. First, the services must be reasonable and necessary to assist homeless students to take advantage of educational opportunities. Second, Title I, Part A funds must be used only as a last resort when funds or services are not available from other public or private sources, such as public health clinics, or local discretionary funds used to provide similar services for economically disadvantaged students.

When applying any district policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused.

Our school district will follow state procedures to ensure that youth in transition and youth who are out of school are identified and accorded equal access to appropriate secondary education and support services. School personnel will refer children and youth in transition to appropriate health care services, including dental and mental health services. School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education. All parent information required by any provision of this policy must be provided in a form, manner, and language understandable to each parent.

## **XI. RECORDS**

The Liaison or designee must ensure that all students identified and enrolled as McKinney-Vento eligible, are entered into the PA ECYEH Database on a monthly basis. If there are no students for the month, the Liaison or designee must still go into the database to submit no students for the month. A spreadsheet from the database can be downloaded and used as their list of students for monitoring purposes.

The Liaison shall also maintain a School Year (SY) folder which is to include the data spreadsheet, Intake Forms, Residency Questionnaires, Best Interest Determination (BID) Forms, and any other optional forms listed below that are used. The folder can be one for everyone, or each student can have their own folder, this is up to the preference of the liaison.

## **XII. DISPUTE RESOLUTION**

If a dispute arises over school selection (school of origin or school in which homeless child is residing) or enrollment, district will immediately enroll the homeless student, pending resolution of the dispute, and must provide the parent, guardian, or unaccompanied youth with both a written statement of the school placement decision and a notice of the right to appeal the decision.

The notice 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 Liaison or designee who will resolve the dispute as expeditiously as possible and maintain all appropriate documentation. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute and provided with the right to appeal to the Regional Coordinator and/or State Coordinator. The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process.

The Pennsylvania Department of Education (PDE) has developed the following procedures to govern the resolution of disputes regarding enrollment, school selection, homeless status and complaints of non-compliance with legal requirements pertaining to the education for homeless children and youths:

### **Level 1 – A Dispute May Be Raised with a LEA.**

If a dispute arises over school selection or enrollment, the child or youth involved must immediately be admitted to the school in which they are seeking enrollment, pending resolution of the dispute 42 U.S.C.§11432(g)(3)(E)(i). PDE

recommends that the parent, guardian or unaccompanied youth who initiates the dispute contact the LEA liaison for individuals experiencing homelessness as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the LEA liaison directly, the LEA shall be responsible for contacting the LEA liaison regarding the dispute as soon as possible and referring the family or youth involved to the liaison.

The LEA liaison shall ensure that the child or youth is immediately enrolled, explain the dispute resolution process to families and help them to use it 42 U.S.C. §11432(g)(3)(E)(iii). The LEA shall issue a written disposition of the dispute within 20 business days after the LEA liaison is notified of the dispute. The disposition shall be provided to the parent, guardian or unaccompanied youth and shall explain the basis for the decision and advise the parent, guardian or youth of the right to appeal. 42 U.S.C. §11432(g)(3)(E)(i).

### **Level 2 – A Complaint May Be Filed with a McKinney-Vento Coordinator.**

If the parent, guardian or unaccompanied youth is dissatisfied with the LEA's disposition of a dispute or would like to raise any issue of McKinney-Vento Act noncompliance, they may file a complaint or appeal with a McKinney-Vento regional coordinator. In lieu of filing an appeal with a McKinney-Vento coordinator, a parent, guardian or unaccompanied youth may elect to appeal the LEA decision directly to a court of competent jurisdiction. Participation in the appeal procedure is not required prior to taking legal action.

- Parents, guardians, and unaccompanied youths should be informed that they can provide written or oral documentation to support their position; and
- Parents, guardians, and unaccompanied youths should be given the opportunity to challenge the school system's assertions.

A regional or site coordinator with whom a complaint or appeal is filed must notify the state coordinator immediately. Upon being notified, the state coordinator will review the complaint or appeal and assign it to a site or regional coordinator for disposition. The coordinator to whom the appeal is assigned may contact, interview and accept documentation from any individual or LEA involved, and shall issue a written disposition within 20 business days after the complaint or appeal has been assigned. The disposition shall be provided to the LEA and the parent, guardian or unaccompanied youth involved. The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is resolved or until a disposition from a McKinney-Vento coordinator is received.

If a decision cannot be reached or agreed upon at the regional coordinator level, the dispute will be forwarded to the state coordinator for resolution. The state coordinator will view all information and interview all concerned parties involved. The Office of Chief Counsel will be included in the resolution process as needed. If mediation services are needed, the state coordinator will assist in the mediation and may also invite those involved to have the dispute mediated at any time in the process through the Dispute Resolution Program operated by the Commonwealth Office of General Counsel (OGC). The [OGC Dispute Resolution Program](#) is a voluntary informal process through which a trained mediator assists in reaching a mutually acceptable resolution.

Participating in mediation is not a waiver of the right to file a lawsuit nor is participation in mediation required prior to taking legal action.

Region 6: Armstrong, Blair, Cambria, Cameron, Centre, Clearfield, Clinton, Elk, Indiana, Jefferson, and Potter County's:  
ECYEH Regional ☐Coordinator, Sarah Schroth, [sschroth@iu28.or](mailto:sschroth@iu28.or) - Office: 724-463-5300 x 1203

☐ECYEH State Coordinator is Storm Camara, [scamara@pa.gov](mailto:scamara@pa.gov) - Phone: 717-772-2066 and Fax: 717-234-4071

### **XIII. GUIDANCE & RESOURCES**

The Pennsylvania Education for Children and Youth Experiencing Homelessness (ECYEH) Program is composed of eight (8) Regional Offices that cover the 67 Counties in PA. Each Regional Office is composed of at least one staff, a Coordinator, who provides outreach, training, and technical assistance to LEAs and works to link children, youth, families, and LEAs to additional services or resources for individuals experiencing homelessness.

The eight regional coordinators and their staff (if applicable):

- Help increase program awareness among various stakeholder groups, as well as to members of the public;
- Facilitate accurate and prompt identification of students experiencing homelessness; and
- Ensure compliance with all McKinney-Vento Act requirements.

Region 6 comprises eleven (11) County's and approximately 65 LEA's, 21 Shelters, and hundreds of service providers. Some of the main objectives of ECYEH is to inform local school districts of their responsibilities to children and youth experiencing homelessness, to increase awareness about their needs, reveal and overcome possible educational barriers, explain current legislation and policies, and provide practical tips for working with children experiencing homelessness.

Those eleven (11) Counties' are: Armstrong, Blair, Cambria, Cameron, Centre, Clearfield, Clinton, Elk, Indiana, Jefferson, and Potter.

**CONTACT INFORMATION:**

**Sarah Schroth, Regional Coordinator**

Office Number: 724-463-5300 x1203

Email: [sschroth@iu28.org](mailto:sschroth@iu28.org)

Office Location: ARIN Intermediate Unit 28, 2895 West Pike, Indiana, Pa 15701

Link to Region 6 Resources:

[Education for Children and Youth Experiencing Homelessness Program \(padlet.com\)](https://www.padlet.com)

**XIV. FLOW CHART**

Located on Page 10

**XV.FORMS**

Residency Questionnaire

Intake Form

Best Interest Determination Form (BID) (when applicable)

Denial/Dispute Form (when applicable)

Caregiver Form (optional)

Parent/Unaccompanied Youth Transportation Agreement (optional)

Request for Mileage Reimbursement Form (optional)

Request of Title IA Set Aside Funds Form (when applicable)

**McKINNEY-VENTO SERVICES FLOW CHART**

Completed Enrollment/Intake Documents

Answered YES and Marked Off One from Checklist on the Residency Questionnaire

Immediate Enrollment

Referred to Liaison for review and final identification determination

Best Interest Determination (BID)

District of Origin

District of Residence

Liaison and/or Designee:

- Notifies the School Principal, Social Services Department, and other necessary staff
- Notifies prior districts immediately to obtain school records
- Review, Identify, and Set-Up Services (Needs Assessment):  
(Identify barriers and remove barriers by identifying additional resources)

Transportation

Food Services

Academic Needs

Physical Needs

Enter data into the PA ECYEH Database

Ongoing evaluation/check-in, at minimum conducting a mid-year check in, best practice is a check-in at the end of each marking period

# FREEPORT AREA SCHOOL DISTRICT

Administration Office  
Post Office Box C  
Freeport, Pennsylvania 16229  
Phone: (724) 295-5141 Fax: (724) 295-3001

## STUDENT RESIDENCY QUESTIONNAIRE

Name of School \_\_\_\_\_

Name of Student \_\_\_\_\_

Last

First

Middle

Sex:  Male  Female D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_ ID#: \_\_\_\_  
Month Day Year (preschool-12) (optional)

**This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to this residency information help determine the services the student may be eligible to receive.**

1. Is your current address a temporary living arrangement? \_\_\_\_ Yes \_\_\_\_ No
2. Is this temporary living arrangement due to loss of housing or economic hardship? \_\_\_\_ Yes \_\_\_\_ No

**If you answered YES to the above questions, please complete the remainder of this form.  
If you answered NO, you may stop here.**

Where is the student currently living? (Check one box.)

- In a hotel/motel
- In a shelter
- With another family or person because of loss of housing or as a result of economic hardship (living "doubled-up")
- Moving from place to place
- In a place not designed for ordinary sleeping accommodations such as a car, park or campsite
- Other temporary living situation (Please describe): \_\_\_\_\_

Name of Parent(s)/Legal Guardian(s) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

*Any person making a false statement regarding residency will be in violation of section 42 U.S.C. §11431 of the Pennsylvania Basic Education (BEC). Violation of this could lead to disciplinary action, including dis-enrollment.*

\_\_\_\_\_  
Print name of Parent, Guardian, or  
Student (for unaccompanied homeless youth)

\_\_\_\_\_  
Signature of Parent, Guardian, or  
Student (for unaccompanied homeless youth)

\_\_\_\_\_  
Date

Please send a copy to \_\_\_\_\_ at the Central Office.

Fax: \_\_\_\_/\_\_\_\_/\_\_\_\_

I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act/ESSA.

\_\_\_\_\_  
Date

\_\_\_\_\_  
McKinney-Vento Liaison and/or Foster Care POC Signature



**Parent/Guardian/Unaccompanied Youth Signature:**

Student name: \_\_\_\_\_

**\*I affirm that the residency information provided herein is true and accurate.**

**\*I have been advised of my child's rights and my rights under the McKinney-Vento Federal Homeless Assistance Act**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Any person making a false statement regarding residency will be in violation of section 42 U.S.C. §11431 of the Pennsylvania Basic Education (BEC). Violation of this could lead to disciplinary action, including dis-enrollment.*

**Name of LEA Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Comments/Changes:**

**Transportation Request**

**School District Information**

Homeless Liaison Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

District of Origin (DOO): \_\_\_\_\_

District of Residence (DOR): \_\_\_\_\_

**Transportation Information**

Pick-up Address: \_\_\_\_\_

Drop off Address: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**Transportation Department Only:**

Vehicle Number	
Chargeback	<b>AM</b> <b>PM</b>
Start Date	
End Date	
Pick-up Time	
Drop-off Time	

**McKINNEY-VENTO BEST INTEREST**  
**SCHOOL SELECTION DECISION MAKING QUESTIONS**

**DISTRICT OF ORIGIN (DOO)**

1. How is the child performing academically?
2. What type of scheduling does your school provide (ie, traditional, block, trimester)?
3. Does the child have a current IEP or a 504 Plan?
4. If the student has a current IEP, are they receiving their education within a school in your district or in an Intermediate Unit classroom at another school district and is specialized transportation identified as a related service?
5. Describe any current ties, such as significant relationships, the student may have?
6. Is the student participating in extracurricular activities? If yes, list them.
7. Would the timing of the school's transfer coincide with a logical juncture, such as after testing, after an event that is significant to the student or at the end of the school year?

**DISTRICT OF RESIDENCE (DOR)**

1. Would attending your district affect the student's scheduling, their special education and or alternative education, ability to earn full academic credit, proceed to the next grade, graduate on time, or participate in extracurricular activities? If yes, why?
2. Would the timing of the school's transfer coincide with a logical juncture, such as after testing, after an event that is significant to the student or at the end of the school year?

**BEST INTEREST in SCHOOL of ORIGIN DECISION: SCHOOL SELECTION DECISION MAKING CHECKLIST**

<b>Remaining in the District of Origin (DOO) Considerations</b>		<b>Transferring to a New School Consideration-District of Residence (DOR)</b>	
<b>Students preference</b> Stay in school of origin		<b>Students preference</b> Move to school of residence	
<b>Parent/Guardian preference</b> Stay in school of origin		<b>Parent/Guardian preference</b> Move to school of residence	
<b>Continuity of Instruction</b> Student is best served at the same school due to prior history		<b>Continuity of Instruction</b> Student is best served at a different school due to his or her history/future	
<b>Age and grade placement of the student</b> 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		<b>Age and grade placement of the student</b> Maintaining friends and contacts with peers is not critical to the student's meaningful school experience and participation. The student has attended the school of origin for only a brief time. The student has destructive or dangerous relationships at the school of origin	
<b>Academic Strength</b> The child's academic performance is weak, and the child would fall further behind if he/she transferred to another school		<b>Academic Strength</b> The child's academic performance is strong and at grade level and the child would likely recover academically from a school transfer	
<b>Social and emotional state</b> The child is suffering from the effects of mobility, has developed strong ties to the current school, does not want to leave, or involved in school related or extra-curricular activities		<b>Social and emotional state</b> The child seems to be coping adequately with mobility, does not feel strong ties to the current school, does not mind transferring to another school, or is not involved in school related or extracurricular activities	
<b>Remaining in the District of Origin (DOO) Considerations</b>		<b>Transferring to a New School Consideration-District of Residence (DOR)</b>	
<b>Distance of the commute and its impact on the student's education and/or special needs</b>		<b>Distance of the commute and its impact on the student's education and/or special needs</b>	

The advantage of remaining in the school of origin outweighs any potential disadvantages presented by the length of the commute	Shorter commute may help the student's concentration, attitude, or readiness for school. The new school can meet all of the necessary educational and special needs of the student
<b>Personal safety of the student</b> The school of origin has advantages for the safety of the student	<b>Personal safety of the student</b> The new school has advantages for the safety of the student
<b>Student's need for special instruction</b> 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	<b>Student's need for special instruction</b> The student's need for special instruction such as Section 504 or special education and related services, can be met better at the new school
<b>Length of anticipated stay in a temporary or permanent location</b> The student's current living situation is outside the school of origin attendance area, 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	<b>Length of anticipated stay in a temporary or permanent location</b> The student's current living situation appears to be stable and unlikely to change suddenly. The student will benefit from developing relationships with school peers who live in his or her community

**NOTES:**

**DETERMINATION DATE:**        /        /

**NAMES INVOLVED IN DECISION MAKING:**

DOO:  YES

DOR:  YES

**BRIEF EXPLANATION:**

# FREEPORT AREA SCHOOL DISTRICT

Administration Office  
Post Office Box C  
Freeport, Pennsylvania 16229  
Phone: (724) 295-5141 Fax: (724) 295-3001

## Written Explanation of McKinney-Vento Determination Procedural Safeguards Notice of Denial of Enrollment

Date:

In compliance with Sections 722(g)(3)(B)(iii) and 722(g)(3)(E) of the McKinney-Vento Act as amended by the Every Student Succeeds Act (Title IX, Part A, of P.L. 114-95), the following written notification addresses denial of a request for (select from list below):

- Eligibility – the student’s living situation does not meet the definition of homeless in McKinney-Vento Act for educational services.
- School Selection/Enrollment-
  - school of origin \_\_\_\_\_ is not in the student’s best interest
  - school of residency \_\_\_\_\_ is not in the student’s best interest

### This notice is provided to:

Parent/Guardian/Unaccompanied Youth:

Names of Student(s) for this determination:

### This determination was based upon:

**If you disagree**, you have the right to appeal this decision by \_\_\_\_\_. You may submit the second page of this notice to the school district's homeless liaison. The liaison must provide you with the details of the dispute resolution process once an appeal is made.

Liaison’s Name:

Title:

Phone number:

Email:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Written Explanation of McKinney-Vento Determination  
Procedural Safeguards Notice of Denial of Enrollment**

The school district hereby notifies the parent/guardian/unaccompanied youth of the following rights:

- The student listed has the right to enroll immediately in the school of choice (based on options mandated by McKinney-Vento) once an appeal is made pending resolution of the dispute.
- If the student(s) want to remain in the same school they were attending or the school they attended when they first became homeless, the student is entitled to transportation back to the prior school pending full resolution of the dispute if the placement (including any transportation involved) is feasible, reasonable and in the best interest of the student.
- **You have the right to appeal this decision.** You may do so by completing the third page of this notice or by contacting Pennsylvania's McKinney-Vento Homeless regional and or state coordinator at the information listed in Level 2 below.
- The family/unaccompanied youth can challenge the school district's decision by providing additional written material or by discussing the matter with the school, school district personnel, McKinney-Vento school district liaison or McKinney-Vento regional or site coordinator.
- The McKinney-Vento school district liaison can assist the family or youth in appealing the school district's decision. A copy of Pennsylvania's Education of Children and Youth Experiencing Homelessness Complaint Form is attached.
- You may seek the assistance of advocates or attorneys
- You may also ask for help from the Commonwealth's Office of General Counsel's.
- Dispute Resolution Program. This is a voluntary informal mediation process through which a trained impartial mediator helps parties reach a mutually acceptable resolution. Using mediation does not wait for a family/youth's right to file a lawsuit before or after the mediation. es
- For more information Visit the Homeless Education on the PDE Website.

**Dispute Levels:**

**Level 1:**

- You must contact the liaison to start the appeal by the date provided.
- You may explain your disagreement verbally and/or provide written documentation to support your position. You may use this form.

**Level 2:**

- If you are dissatisfied with the LEA's decision of your dispute you may file a complaint or appeal with the McKinney-Vento regional coordinator and or the state coordinator. Their contact information is:  
Region 6 (Armstrong, Blair, Cambria, Cameron, Centre, Clearfield, Clinton, Elk, Indiana, Jefferson, and Potter): Sarah Schroth, Regional Coordinator, Email: [sschroth@iu28.org](mailto:sschroth@iu28.org)  
Phone: 724-463-5300 x1203  
and/or  
State Coordinator: Storm Camara Email: [scamara@pa.gov](mailto:scamara@pa.gov) Phone: 717-772-2066

In lieu of filing an appeal with a McKinney-Vento coordinator, you may elect to appeal the LEA decision directly to a court of competent jurisdiction.



**Pennsylvania' Education for Children and Youth Experiencing Homelessness  
Dispute Letter/Complaint Form**

Date:

Regional Coordinator – Region 6  
Education for Children and Youth Experiencing Homelessness (ECYEH)

Dear Regional Coordinator:

My name is \_\_\_\_\_ . My child(ren) attend school in the  
\_\_\_\_\_ School District.

I need your help with the following problem(s). I have checked the box that fits my situation. I have included a brief statement in the space provided.

The school district would not enroll my child(ren).  
\_\_\_\_\_  
\_\_\_\_\_

Child(ren) couldn't begin school because they didn't have all their medical and/or school records.  
\_\_\_\_\_  
\_\_\_\_\_

Child(ren) not permitted to stay in their current school.  
\_\_\_\_\_  
\_\_\_\_\_

Special education testing/placement services denied or unavailable.  
\_\_\_\_\_  
\_\_\_\_\_

The School District will not provide transportation to stay in the current school.  
\_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

I have written on the reverse side what has already been done to help me. (Optional)

Please call me at (\_\_\_\_) \_\_\_\_\_ or at (\_\_\_\_) \_\_\_\_\_. Or, you can write to me at:  
(print full address) \_\_\_\_\_

Thank you in advance for looking into this matter.

\_\_\_\_\_  
Parent/Guardian/Unaccompanied Youth Name



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## Caregiver Authorization Form

**This form is intended to address the McKinney-Vento Homeless Assistance Act 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 Student: \_\_\_\_\_
2. Students Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_
3. My Name (adult giving authorization): \_\_\_\_\_
4. My Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_
5. My Home Address: \_\_\_\_\_
6. My Phone Number and Email Address: \_\_\_\_\_
7. My State Driver's License or Identification Care Number: \_\_\_\_\_

8. Check one:

\_\_\_\_\_ I am a grandparent, aunt, uncle, or other relative of this student

Relationship: \_\_\_\_\_

\_\_\_\_\_ I am not related to this student

9. 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.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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## PARENT TRANSPORTATION AGREEMENT

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 bus stop, or selected location at the time provided **[Insert Time]** by the transportation department. Drivers can wait no more than 3 minutes from your scheduled time.

### **Drop-Off**

An adult pre-approved by parents and guardians must be present at the bus stop or selected location to pick-up students too young to be left unsupervised. The transportation department will provide the time that the adult must be present for pick-up of students. Parents and guardians must notify the liaison or the transportation department if an adult, other than the parent or guardian, will be picking up the student. **[Insert Drop Off Time]**

### **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 **[Insert Time]** a.m. on the day of the absence. This allows the driver to adjust the route accordingly.

Driver's Name: **[Insert]**

Driver's Phone Number: **[Insert]**

Van/Bus Contractor, Name and Number: **[Insert]**

**Violating the Pick-Up, Drop-Off, or Communication of Absences more than **[Insert Number]** times could result in the loss of transportation services or other consequences.**

### **Behavioral Expectations**

Students and parents are expected to follow the **Freeport Area School District** policies for student behavior. Disciplinary actions for students who violate the behavior policies will be followed, as they are for any student in the district. Parents are also being held to a code of behavioral expectations. The following situations will not be tolerated:

- Threatening, in any way, towards another adult or child.
- Damaging or destroying school property.
- The use of physical, verbal or written aggression towards another adult or child.

If the Freeport Area School District fails to provide the agreed upon transportation services, the liaison should be contacted. Your liaison is **Donald Dell** and may be reached at **724-295-9510 x 3050**.

If a student's residence changes, the transportation department must be contacted immediately to allow for transportation to be arranged. Transportation requests and changes may take up to **[Insert Number]** days to be routed.

Temporary transportation may be provided while routing is arranged. The transportation department may be contacted at: **724-295-5143 x 1248**

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

Parent/Guardian/UHY Name (Printed)

Signature

Date

Name of LEA Homeless Liaison (Printed)

Signature

Date



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## McKinney-Vento Homeless Assistance Act Request for Mileage Reimbursement

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Student Address: \_\_\_\_\_

It is hereby agreed between the above District, and \_\_\_\_\_, (circle one: student/parent/guardian), that said person will transport to and from the above temporary residence to the school, and from the school listed above to the above temporary residence.

In accepting this contract, the above said person (driver) agrees to hold and save District harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage or expense of any kind related to the transporting of the above student to and from school.

The District agrees to reimburse the above said person (driver) for gas equal to the mileage to and from the school and temporary residence on record of a rate of \_\_\_\_\_ per mile each day the student is in attendance.

This contract is only in effect while the student/family is defined as homeless under the McKinney-Vento Homeless Act.

Day of Week and Date:	Home to School (✓)	School to Home (✓)

By signing below, I certify that I have requested mileage reimbursement based on the temporary address of the school record. I, \_\_\_\_\_, understand mileage will be calculated based on one round trip per school day. Attendance will be verified prior to reimbursement. Checks will be issued on a monthly basis. Forms must be completed weekly and submitted to the District Homeless Liaison, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Student/Parent/Guardian

\_\_\_\_\_  
Date

\*District Use Only: Mileage One Way: \_\_\_\_\_ Mileage Round Trip: \_\_\_\_\_

Reimbursement Calculation: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
# of trips # of miles Rate Total Payment

Verified by District Homeless Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

**TITLE IA SET ASIDE FUNDS – HOMELESS STUDENTS/McKINNEY-VENTO**  
**REQUEST FORM**

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Name: \_\_\_\_\_ PA Secure ID: \_\_\_\_\_

Person Initiating Request: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**Assistance Requested (List Not Inclusive):**

- Items of clothing and shoes necessary for participation in classes
- Student fees that are necessary to participate in the general education program
- Personal school supplies
- The acquisition of birth certificates
- Immunizations
- Medical and dental services
- Eyeglasses and hearing aids
- Counseling services related to homeless issues that are impeding learning
- Extended learning time (before and after school, Saturday, summer)
- Extra-curricular activity fees
- Tutoring services, especially in shelters or other locations where homeless students are residing
- Parental involvement
- Fees for AP, IB, SAT/ACT, GED testing (for students' ineligible for the waiver)
- College Entrance Exam Fees
- Transporting students in temporary housing to and from their school of origin. Title I funds may not, however, be used to pay for transportation expenses that are reimbursed by the State.
- Other: \_\_\_\_\_

Comments: \_\_\_\_\_

District Liaison Approval/Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

District Liaison Approval Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Federal Programs or Designee Approval/Printed Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Federal Programs or Designee Approval Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Initial to Indicate Receipt of Requested Assistance if Required from Purchase: \_\_\_\_\_

**Note: Receipt of purchase must be returned to District Liaison within five (5) business days of the date the check was received for the approved purchase.**

Check or Gift Card Received By/Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check or Gift Card Received by Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Receipt Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_