



McKinney-Vento Educational Act Checklist for School Personnel

Once the form is completed send the original to the District Homeless Education Liaison, Student Services & Government Affairs Office, DeLand Transportation, 1301 Shapiro Drive, Building #8. Retain a copy for the School-Based Homeless Contact.

School: _____ Date Began: _____
Student Name: _____ Student ID: _____
Completed By: _____ Title: _____
Extension: _____

The following checklist should be completed on each student when identified as homeless. Please record the date for each item in the space provided. Indicate N/A if an item does not apply.

Date or n/a

- _____ Assess student's educational needs (designated/appropriate school personnel to complete within 24 hours)
- Review registration information and enrollment history in Volusia County
 - Request prior school records/cumulative folder and ESOL/ESE records, if applicable
 - Make contact with prior schools and gather pertinent information needed for placement or services
 - Follow-up on "in process" requests or referrals from prior school
 - Refer to PST Problem-Solving Team for meeting when records are received
- _____ Complete in FOCUS for homeless coding
- _____ Complete Student Residency Form for students who are already attending and just became homeless
- _____ Notify the Café Manager (via e-mail, note, or phone) that this student receives free meals immediately and once identified, remains eligible for the remainder of the school year
- _____ Notify the classroom teacher(s) of the student's status (confidential information)
- _____ Provide school supplies, if needed
- _____ Identify additional family members enrolled in other Volusia County Schools (list names and schools):

- _____ Refer any student lacking required medical records (physical, birth certificate, immunizations) to the District Homeless Education Liaison (student has 30 **school** days to return information)
Types of records missing: _____
- _____ Complete a variance form if student has moved out of his/her zoned school
- _____ Coordinate transportation with the District Homeless Education Liaison for out-of-zone students
- Bus routing
 - VOTRAN passes/tokens
- _____ Make referral to any of the following, if there are additional significant concerns:
- School Counseling Services for academic, behavior, or other concerns
 - Student Health Services for vision or hearing referrals, medication issues, etc.
 - School Social Work Services for social service needs, home/school communication.

Contact the District Homeless Education Liaison at extension 20856 regarding any concerns or questions.