

Quick Tips for School Staff on People Experiencing Transition and Loss of Shelter



People Experiencing Transition and Loss of Shelter

- **Enroll Homeless and Foster Care students immediately even when lacking two proofs of residency.**
 - ✓ Section VI of the Student Entry is checked "Yes"
 - ✓ **everyone must give a physical address at time of enrollment.**
 - ✓ Parent must present some proof that they are in zone for your school.
 - ✓ It can be electric bill, hotel receipt or letter from shelter, etc.
 - ✓ Work with family if person who is living with them will not sign Resident Affidavit.
 - ✓ Thirty-one days (31) are allowed to provide other school documentation.
 - ✓ Always call or email **Jennifer Watley**, Homeless Liaison at **20856**, or **Dennisse Cotto**, Secretary at **20857**, if you have a question.
 - ✓ Please **DO NOT** turn a family away and make sure front desk staff has this same information.
- **Ensure the parent or guardian is the one who checks "yes" in section VI.**
 - ✓ Parent or guardian must mark yes on district forms in order to be coded Homeless and receive services.
 - ✓ You are encouraged to ask if they missed those questions on the form if it is clear they meet the definition.
 - ✓ Current students who become homeless must complete the Student Residency Information Form as their proof of homelessness.
- **Give homeless families the brochures *Finding Your Way – A Guide to Resources* and *What Families Need to Know about Homelessness and Public Education*.**
 - ✓ Posters create awareness. **Ensure Every Child has the Right to an Education Poster are visible at your school**
 - ✓ Brochures assist them in learning what is out there to help and their rights.
 - ✓ If a family has a specific need, call Jennifer Watley at 20856.
- **Complete a McKinney-Vento Checklist on all *newly* identified homeless.**
 - ✓ Scan and Email to Jennifer Watley and Dennisse Cotto or send hard copy to DeLand Transportation Bldg.#8
 - ✓ Maintain the original for your records
 - ✓ This is a part of our federal requirement and is audited
 - ✓ The checklist helps us to remain in compliance with district requirements when necessary.
- **Inform parents that student experiencing homelessness have the right to remain at your school even when living out of zone.**
 - ✓ They can continue at their "school of origin" or go to the school zoned for the new address.
 - ✓ If staying at "school of origin," the district is required to provide busing transportation (if feasible and in best interest of the student).
 - ✓ **The homeless liaison must be emailed with the student's name, alpha, new address, and request for homeless variance code A07 and busing.**
 - ✓ Please copy your zoning specialist and transportation router with the request.
 - ✓ Once the A07 code is in place the address can be updated and a bus requested in the transportation tab.
 - ✓ Please be sure to indicate Y- Bus ridership & O for out of zone in Transportation Needs tab.
 - ✓ After coded your router will receive request.