

Volusia County School District

McKinney-Vento Educational Act - Checklist for School Personnel

Once the form is completed scan or 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:** _____ **Ext:** _____

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*
- *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, ext. 20856 regarding any concerns or questions.