

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

PETALS



*People Experiencing Transition and Loss of Shelter*

- **Enroll immediately even if lacking two proofs of address or records.**
  - ✓ Question them about their living situation.
  - ✓ It could be they have no housing due to economic reasons.
  - ✓ Even if homeless, **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. but may not be able to produce 2 proofs.
  - ✓ Work with family if person who is living with them will not sign Resident Affidavit.
  - ✓ Thirty days (30) 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 on forms that they meet homeless definition.**
  - ✓ School staff does not.
  - ✓ Parent or guardian must mark on district forms in order to be coded Homeless and receive services.
  - ✓ You are certainly encouraged to ask if they missed those questions on the form if it is clear they meet the definition.
  - ✓ Already enrolled families who become homeless complete the Student Residency Form as their proof of homelessness.
  - ✓ This is placed in the cumulative record with the enrollment form.
  
- **Give homeless families the brochures *Finding Your Way – A Guide to Resources* and *What Families Need to Know about Homelessness and Public Education*. Ensure Homeless Posters are visible at your school.**
  - ✓ Posters create awareness.
  - ✓ 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.**
  - ✓ Email to Jennifer Watley and Dennisse Cotto or send a hard copy to the homeless liaison to:
    - 1301 Shapiro Dr. Bldg. #8, DeLand Transportation.
  - ✓ This is a part of our federal requirement.
  - ✓ It is audited.
  - ✓ The checklist gives us a way to follow-up on students who need additional assistance.
  
- **Inform parent that student has right to remain at your school even when living out of zone.**
  - ✓ A family has two choices if homeless and they move.
  - ✓ They can continue at their “school of origin” or go to zoned school at 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 and busing.**
  - ✓ Please copy your variance and transportation contacts on this email.
  - ✓ A variance must be completed and only your school signs, but this should not delay the request.