



MNPS will ensure all children and youth in transition receive a free and appropriate education and are given meaningful opportunities to succeed in school as defined in Section 725 of the McKinney-Vento Homeless Assistance Act.

Children and youth in transition means children and youth who are otherwise legally entitled to or eligible for a free public education, including preschool, and 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 a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to a lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- Migratory children or youth who are living in a situation described above.

A child or youth will be considered to be in transition as long as he or she is in a living situation described above.

Unaccompanied youth means a youth not in the physical custody of a parent or guardian, who is in transition as defined above. The more general term youth also includes unaccompanied youth.

Enroll and enrollment means attending school and participating fully in all school activities.

School of origin means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Date Published
February, 2009

Revision History
April, 2004

Review

Local liaison is the staff person designed by MNPS as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

Identification

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 local liaison will train school personnel on possible indicators of homelessness, sensitivity in identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the local liaison. The local liaison will also instruct school registrars and secretaries to inquire about possible homelessness upon the enrollment or withdrawal of every student and to forward information indicating homelessness to the local liaison. Additionally the district utilizes the Student Residence Questionnaire for all new students (see attached copy). This enables MNPS to identify students that might otherwise be missed. 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.

The local liaison will keep data on the number of children and youth in transition in the district where they are living; their academic achievement (including performance on state and district-wide assessments); and the reasons for any enrollment delays, interruptions in their education, or school transfers.

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 housed students who live in the attendance area in which the child or youth is actually living are eligible to attend. Maintaining a student in his/her school of origin is important for both the student and our school district. Keeping students in their schools of origin enhanced their academic and social growth while permitting the district to benefit from increased test scores and achievement shown to result from student continuity.

Children and youth in transition will remain at their schools of origin to the extent feasible, unless that is against the parent's 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.

Feasibility will be a child-centered determination, based on the needs and interests of the particular student and the parent or youth's wishes. Potential feasibility considerations include:

- The age of the child or youth
- The distance of a commute and the impact it may have on the student's education

- Personal safety issues
- A student's need to special instruction (e.g. special education and related services)
- The length of anticipated stay in a temporary shelter or other temporary location
- The time remaining in the school year
- School placement of siblings.

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.

Enrollment

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 student's age and information gathered from the student, parent, and previous schools or teachers).
- Immunizations or immunization/health/medical/physical records (if necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records. Health records may often be obtained from previous schools or state registries, and school-or community-based clinics when needed.
- 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
- Absence of a parent or guardian present during enrollment. Unaccompanied youth must also be enrolled immediately enrolled in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling or local liaison.

MNPS ensures that children and youth in transition are enrolled discretely and in a manner that does not stigmatize or segregate them due to their transitional status.

Transportation

Transportation will be provided 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 in this policy, including during pending disputes. The local liaison will request transportation to and from the school of origin for unaccompanied youth. The length of the commute will be considered only in determining the feasibility of placement in the school or origin based on potential harm to the student, as discussed above. Parents and unaccompanied youth must be informed of this right to transportation before they select a school for attendance.

This access also includes a situation where the student in transition is living in the MNPS District but attending school in another district, or attending school in this District but living in another district. The District will follow the inter-district transportation agreement to determine who must provide transportation. If a dispute arises between districts, this District will arrange transportation and immediately bring the matter to the attention of the State Coordinator for the Education of Homeless Children and youth.

In addition to receiving transportation to and from the school of origin upon request, children and youth in transition shall be provided with other transportation services comparable to those offered to housed students.

Services

Children and youth in transition will be provided services comparable to services offered to other students in the selected school, including:

- Transportation
- Title I, Part A
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for the English language learners.
- Vocational and technical education programs
- Gifted and talented programs
- School nutrition programs
- Before and after school programs

Furthermore, evaluations of children and youth in transition suspected of having a disability shall be given priority and coordinated with students' prior and subsequent schools as necessary to ensure the timely completion of a full evaluation. If necessary, MNPS will expeditiously designate a surrogate parent for unaccompanied youth suspected of having a disability. If a student has an Individualized Education Plan (IEP), the enrolling school shall implement it immediately. If complete records are not available, IEP teams must use good judgment in choosing the best course of action, balancing procedural requirements and the provision of services. In all cases, the goal will be to avoid disruption in appropriate services.

When applying any district policy regarding tardiness or absences, any tardiness or absences related to a child or youth's living situation will be excused. MNPS 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 shall refer children and youth in transition to appropriate health care services, including dental and mental health services. The homeless liaison will assist the school in making such referrals as necessary.

School personnel must also inform parents of all educational and related opportunities available to their children and provide parents 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.

Disputes

If a dispute arises over any issue covered in this policy, the child or youth in transition shall be immediately admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I, Part A services while the dispute is pending.

The school where the dispute arises will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and shall immediately refer the parent or youth to the homeless liaison. The homeless liaison will ensure that the student is enrolled in school and receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The parent, unaccompanied youth, or school district may appeal the school district's decision as provided in the state's dispute resolution process. (McKinney-Vento Homeless Education Acts of 2001, Section 722, (i)(ii)(iii)(iv).

Free Meals

All children and youth in transition are automatically eligible for free meals. On the day a child or youth in transition enrolls in school, the homeless education program staff submits a completed and approved free meal application.

Title I

Children and youth in transition are automatically eligible for Title I services, regardless of the school they attend. The district's plan will be coordinated with our McKinney-Vento services, through collaboration between the Title I director and the local liaison. 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.

Training

The homeless liaison will conduct annual training and sensitivity/awareness activities for appropriate district administrators and school staff. Additionally, every school designates a staff member as the building liaison for children and youth in transition who receives more extensive training.

Coordination

The homeless liaison will obtain from every school principal the name and contact information of a building liaison. Building liaisons will lead and coordinate their schools' compliance with this policy and will receive training from the district homeless liaison annually.

The homeless liaison shall coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth, 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 will 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 homeless liaison and our schools in implementing this policy.

Preschool

MNPS will ensure that children in transition receive priority enrollment in preschool programs operated by the district, including children in transition from waiting lists. Children and families in transition with disabilities will be referred for preschool services under the Individuals with Disabilities Act (IDEIA). Children in transition under age three will be referred for at-risk services under Part C of IDEIA and screened to determine if referrals for additional Part C services are appropriate.

References/Authority

The McKinley-Vento Homeless Assistance Act, U.S.C. §§11431-11436
Title I, Part A of the Elementary and Secondary Education Act, 20 U.S.C. §§6311-6315
The Individuals with Disabilities Education Act, 20 U.S.C. §§1400 et seq
Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. §§1751 et seq
June 5, 1992 Policy of the Administration for Children and Families of the U.S.
Department of Health and Human Services
TCA 49-6-3102(b)
TCA 49-6-5001(c)(3)

STUDENT RESIDENCY QUESTIONNAIRE

Metropolitan Nashville Public Schools

*This questionnaire is intended to address the provisions of the McKinney-Vento Act.
Your answers will help determine residency documents necessary for enrollment of this student.
To be completed by the parent/guardian or other person enrolling the student.*

PLEASE PRINT

SCHOOL _____ DATE _____
STUDENT'S LEGAL NAME _____ DATE OF BIRTH _____
(last name) (first name) (middle initial)
PARENT/GUARDIAN NAME _____ DAYTIME PHONE NUMBER _____

CONFIDENTIAL INFORMATION

Please check the appropriate box below that best describes the student's current living arrangement:

- temporarily in a shelter
- with relatives or others due to lack of housing
- at a train or bus station, park, or in a car
- in abandoned apartment/building
- in a motel/hotel, camping ground, or other similar situation due to the lack of alternative, adequate housing
- in a temporary setting awaiting DCS foster placement
- none of the above

I understand that the information provided above is correct, true and current. I also understand that enrolling a child in a Tennessee public school under false pretense is punishable by law.

PARENT SIGNATURE (or person enrolling student) _____ (Relationship to Student) _____

For MNPS School Personnel:

File a copy of this completed and signed form in the student's cumulative record. This completed form should only be faxed to the McKinney-Vento Administrator if any box other than "None Of The Above" is checked. The fax number is 214-8651. You may contact the office at 259-8729 if you have questions.

For McKinney-Vento Office Administrator

I certify that this student meets, does not meet the requirements of the McKinney-Vento Act.

SIGNATURE _____ DATE _____
McKinney-Vento Office Administrator