

**Notice of Educational Services for Children and Youth that are Homeless**Date: \_\_\_\_\_  
(mm/dd/yyyy)

Welcome to our school and school district. Your student is eligible to receive services offered by the district based on your answers on the Student Residency Questionnaire. These services are required under the McKinney-Vento Homeless Assistance Act, a federal law that says that children or youth who do not have a fixed, regular, and adequate nighttime residence are classified as homeless. *Fixed means the home is connected to the ground and is not easy to move. Regular means a place where the child sleeps every night. Adequate means the home meets modern standards of living. Students eligible for services under this law must be living in one of the following types of situations; living in a shelter, living in a hotel or motel due to financial hardship, living in an unsheltered situation, or living with friends or family members due to financial hardship.* The district staff member listed here will help introduce you to the educational programs for students that are homeless and make sure you are provided services. This person will also help you to complete forms or request records we may need, such as previous school and immunization records.

District Liaison: \_\_\_\_\_ Phone: \_\_\_\_\_

Our school district actively enrolls and provides services for children and youth that are homeless. We provide the same educational services to all students without regard to their home living situation. Students that are homeless do not have to attend a separate school. They have the right to be in all programs that they qualify for. Children, youths, and unaccompanied youth (a youth that does not live with a parent or guardian) that are homeless also have rights that include:

- Based on what is best for the child or youth, the child or youth can continue to attend the “school of origin” or be immediately enrolled in any public school where the student now lives. This includes any school that students who are not homeless attend that is in the area where the child or youth now lives.
- Being given services without delay, such as transportation and meal programs.
- Other appropriate services and programs, such as programs for:
  - gifted children;
  - children with disabilities;
  - English learners;
  - career and technical education;
  - and preschool.
- Help in school through the district’s federally funded Title I program. A student that is homeless can receive Title I services even if the student is not attending a Title I funded school.
- School activities for parents or guardians and family engagement.
- Participation in athletics, fine arts, or other extra-curricular activities.
- Being treated the same as students who are not homeless by school personnel;

Your child or an unaccompanied youth can immediately enroll in school while education records and information are being obtained. The child or unaccompanied youth may attend the school of origin, the last school attended, or the school in the attendance zone where the student is currently living. A list of schools the student may attend is included at the end of this letter.

‘School of origin’ means the school the child or youth attended before becoming homeless or the school the child or youth last attended, including a preschool. When the child or youth completes the final grade level of a school of origin, then ‘school of origin’ means the school the child or youth would attend at the next grade level. The district must consider what is best for the child or youth when making a decision about which school the student will attend. Placement at the school of origin must be a choice unless doing so is not what is best for the student or is against the wishes of the parent, guardian or unaccompanied youth.

**Placement Request and Recommendation**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(mm/dd/yyyy)

Parent or Guardian: \_\_\_\_\_

Address or Location: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The district will keep a student at the school of origin whenever possible unless it is not what is best for the student or is against the wishes of the parent, guardian, or unaccompanied youth. The student may attend any of the schools listed below.

- 1. School of origin: \_\_\_\_\_
- 2. Last School attended (if known): \_\_\_\_\_
- 3. School zone where child lives: \_\_\_\_\_
- 4. Other school child may attend: \_\_\_\_\_

If you do not agree with this placement, you have the right to appeal (ask to change) this decision. Appeals are made to the district liaison named on the first page. You will be given more information and help to appeal. The student will be immediately enrolled in the school requested by the parent, guardian, or unaccompanied youth while the appeal is being considered.

We look forward to having you attend our schools. We want parents to become actively involved in their child's education and in our schools.

Welcome!

## School District Placement Decision

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(mm/dd/yyyy)

Parent or Guardian: \_\_\_\_\_

Address or Location: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Placement Requested: \_\_\_\_\_

District Recommended Placement: \_\_\_\_\_

The district feels that it is in the student's best interests to attend the school listed above. This decision was made because we believe it is what is best for the child. Here are the reasons for that decision:

You have the right to appeal (ask to change) the placement decision. During an appeal, a child or youth must be immediately enrolled in the school chosen by the parent, guardian, or unaccompanied youth while the appeal is being considered.

- I want to appeal the school district's placement decision
- I do not want to appeal the school district's placement decision

Parent/Guardian/Youth Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(mm/dd/yyyy)

Please contact the following person to begin the appeal process:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Location: \_\_\_\_\_ Phone: \_\_\_\_\_

## Schools Available for Placement

School: \_\_\_\_\_

Address or Location: \_\_\_\_\_

School: \_\_\_\_\_

Address or Location: \_\_\_\_\_

School: \_\_\_\_\_

Address or Location: \_\_\_\_\_

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