

McKinney-Vento Act Form

NOTE TO SCHOOLS/LEAS: Please assist students and families filling out this form. Do not simply include this form in the registration packet, because if the student qualifies as residing in temporary housing, the student is not required to submit proof of residency and other required documents that may be part of the registration packet.

STOCKBRIDGE VALLEY CSD ENROLLMENT FORM – RESIDENCY QUESTIONNAIRE

Name of LEA: Beth Lamb

Name of School: Stockbridge Valley CSD

Name of Student: _____

Last

First

Middle

Gender: _____ Date of Birth: _____ Grade: _____ ID#: _____

- Male
- Female

Address: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are not protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (Please check only **one** box)

- In a shelter
- With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to "doubled-up")
- In a hotel/motel
- In a car, park, bus, train, or campsite
- Other temporary living situation (Please describe): _____
- In permanent housing

Print name of Parent, Guardian, or Student (for unaccompanied homeless youth)

Signature of Parent, Guardian or Student (for unaccompanied homeless youth)

Date: _____

If the student is **NOT** living in permanent housing, **proof of residency** and other documents normally needed for enrollment **are not required** and the **student is to be immediately enrolled**. **After** the student has been enrolled, the district/school must contact the previous district/school attended to request the student's educational records, including immunization records, and the enrolling district's LEA liaison must help the student get any other necessary documents or immunizations.

NOTE TO SCHOOLS/LEAS: if the student is **NOT** living in permanent housing, please ensure that a Designation Form is completed.

**INSTRUCTIONS FOR COMPLETING THE ENROLLMENT FORM –
RESIDENCY QUESTIONNAIRE**

Purpose of the Enrollment Form – Residency Questionnaire

All LEAs are required to identify students experiencing homelessness. Additionally, all LEAs that receive Title I funds must ask enrolling students about their housing status. SED encourages all LEAs regardless of whether they receive Title I funds to do the same. To collect this information, LEAs may:

1. Use the Model Enrollment Form – Residency Questionnaire attached here.
2. Update/modify the Model Enrollment Form – Residency Questionnaire to address the needs of the LEA, or
3. Incorporate the housing status question from the Model Enrollment Form – Residency Questionnaire into the LEA’s Enrollment Form or other documents already used by the LEA during the enrollment process.

If an LEA elects the third option and incorporates the housing status question into the LEA’s Enrollment Form, the LEA should take steps to ensure that a student’s housing status does not become a part of the student’s permanent record, because of the sensitive nature of this information. Please see the section titled “Confidentiality” (below) for information about how and when housing information may be shared within the LEA.

Who should fill out the Enrollment Form – Residency Questionnaire?

An Enrollment Form – Residency Questionnaire should be filled out for all students enrolling in school and for all students who have a change of address in grades preschool-12. Preschool includes any LEA program for 3-5 year olds, such as pre-k, Head Start, or Even Start. The Form – Questionnaire should be completed by the student’s parent, person in parental relation, or in the case of an unaccompanied youth, by the student directly.

Confidentiality

Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student’s educational needs are met. To this end, LEAs may share a student’s completed Enrollment Form – Residency Questionnaire with LEA personnel such as:

1. The LEA liaison
2. The registrar
3. The student’s teachers, and/or guidance counselor, and
4. The LEA staff member responsible for reporting data to SED

However, this information should only be shared with the above staff members to the extent that it will enable them to better meet the educational needs of the students in question and to fulfill reporting requirements mandated by SED.

Other than the above uses, housing information should be kept confidential and generally should not be shared with other LEA/school personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs are also encouraged to seek out ways of preventing Enrollment Form – residency Questionnaires and housing information from becoming part of a student’s permanent record.

Discussing the Enrollment Form – residency Questionnaire with Students and Families

In reviewing the Enrollment Form – Residency Questionnaire with parents, persons in parental relation, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

1. The right to stay in the same school the student had been attending before losing his/her housing or the last school attended (both known as the school of origin),
2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally required for enrollment,
3. Transportation services if the student continues to attend the school of origin,
4. Categorical eligibility for Title I services if offered in the LEA,
5. Categorical eligibility for free meals if offered in the LEA, and
6. Access to services provided with McKinney – Vento funds if available in the LEA.