

**Veazie School Department
Residency Information Form
McKinney-Vento Eligibility Form
Updated 11/2018**

Please Print:

Student Name _____ Parent Name: _____
School: _____ Grade: _____ Date: _____

Please choose one or more of the following situations which describes the student's living arrangement:

Student lives

- ____ in shared housing or apartment with a relative/friends and parent/guardian
- ____ in shared housing or apartment with a relative or friends
- ____ in a shelter, transitional living program or other temporary housing
- ____ in a motel, hotel, park or campground due to lack of adequate housing
- ____ in a car or RV or in a public place (such as a bus station)
- ____ in other situations that are not fixed, regular, or adequate for nighttime residence
- ____ in sub-standards housing, such as an abandoned building

If the student is living in shared housing, please check the following reasons that apply:

- ____ Loss of housing
- ____ Economic situation
- ____ Temporarily waiting for house or apartment
- ____ Provide care for a family member
- ____ Living with boyfriend/girlfriend
- ____ Loss of employment
- ____ Parent/Guardian is deployed
- ____ Other: _____

Are you a student under the age of 18 and living apart from your parents or guardians?

Yes _____ No _____

If none of the above apply, check here: _____ and STOP filling out this form. If any of the lines above are checked, please provide answers to the following questions on the next page.

Please Print:

Your last address before you lost your fixed housing:

Physical address and telephone number where you are living now:

Is this address Temporary or Permanent (Circle one)

I verify the above information is true and accurate

Parent Signature/Unaccompanied Youth Signature

Date

Telephone

Reviewed by Principal/Superintendent of Schools:

Signature

Date

Residency and Educational Rights

Students without fixed, regular and adequate living situations have the following rights:

1. Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all of the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations;
2. Transportation to the school of origin for the regular school day;
3. Access to free meals, Title I and other educational programs and transportation to extracurricular activities to the same extent that it is offered to other students.

Any questions about these rights can be directed to the local McKinney Vento Liaison, Matthew Cyr, Superintendent of Schools and VCS Principal at 207-947-6573 or the State Coordinator, Gayle Erdheim at 207-624-6637.

By signing below, I acknowledge that I have received and understand the above rights.

Signature of Parent/Guardian/Unaccompanied Youth

Date

_____ Copy to Child's School Folder _____ Copy to Office of Pupil Services/McKinney-Vento Liaison

Veazie School Department

Written Enrollment Decision Notice

Name of Student(s): _____ Date: _____

Name of School(s): _____

Name of Parent(s)/Guardian(s): _____

Name and Title of Person Completing Form: _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied. This determination was based upon:

You have the right to appeal this decision by completing the **Parent Appeals Form**

In addition:

- The student(s) listed above has/have the right to enroll immediately in the requested school pending the resolution of the dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school. You may use the form attached to this notification
- You may contact the State Coordinator for Homeless Education if further help is needed or desired. Contact information for the State Coordinator:

**Gayle Erdheim, McKinney-Vento State Coordinator
Maine Department of Education
207-624-6637**

Veazie School Department

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Any questions about these rights can be directed to the local McKinney-Vento Liaison at:

Matthew Cyr
Superintendent/Principal
Veazie School Department/Veazie Community School
1040 School Street, Veazie, Maine
207-947-6573

or

Gayle Erdheim
McKinney-Vento State Coordinator
Department of Education
Augusta, Maine
207-624-6637

Veazie School Department

McKinney-Vento Dispute Resolution Process

The McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students and their parents, or unaccompanied youth, when the district seeks to place a student in a school other than the school of origin or the school requested by the parent or unaccompanied youth.

1. If a dispute arises over school selection or enrollment in a school:
 - a. The homeless student shall be immediately admitted and provided transportation to the school in which enrollment is sought (the school of origin or school in the attendance area where the student actually lives) pending resolution of the dispute.
 - b. The parent shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the right to appeal the decision.
 - c. In the case of an unaccompanied homeless student, the homeless liaison shall ensure that the student is immediately enrolled and provided transportation to the school in which enrollment is sought (the school of origin or school in the attendance area where the student actually lives) pending resolution to the dispute.

2. Disputes regarding enrollment, school selection and services to be provided shall be addressed as follows:
 - a. Upon receipt of a written complaint from the parent of a homeless student, or an unaccompanied homeless student, the district's Homeless Liaison Coordinator shall resolve the complaint within 5 school days.
 - b. If the parent or the unaccompanied homeless student is dissatisfied with the resolution or if the Homeless Liaison Coordinator does not issue a decision within 5 days, the parent or the unaccompanied homeless student may file a written complaint with the Superintendent of Schools.
 - c. The Superintendent of Schools shall issue a decision within 10 school days.
 - d. If the Superintendent of Schools does not issue a decision within 10 days, or if the parent or the unaccompanied homeless student is dissatisfied with the decision, the parent or the unaccompanied homeless student may appeal the decision to the Department of Education State Coordinator.
 - e. The decision made by the Department of Education McKinney-Vento State Coordinator is final and shall be made within 20 days of receipt of the parent's or unaccompanied student's written complaint.

3. During the dispute resolution process, including any appeals, the student shall remain enrolled in the school system and shall be provided transportation by the school system.

Veazie School Department

PARENT GUIDE

Dispute Resolution Process for Enrolling Homeless Students or Unaccompanied Youth

The McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students and their parents or unaccompanied youth. The district may recommend placing your student in a school other than the school of origin or the school requested by you or an unaccompanied youth. The Act includes Dispute Resolution among the required duties of Veazie School Department's Homeless Liaison Coordinator.

The following procedures are specified in the McKinney-Vento Homeless Assistance Act:

The Veazie School Department (LEA) is responsible for determining the school placement, which is in the best interest of your homeless child or unaccompanied youth.

The Veazie School Department (LEA) will consider requests made by parents, the youth, or other representatives of the homeless student regarding school selection.

The Veazie School Department (LEA) will give you or the unaccompanied youth written reasons for not allowing the student to remain in the school of origin or the school in which you are seeking enrollment.

The school of origin is the school that your child attended when you were permanently housed or the school in which your child was last enrolled.

If you disagree with the School's decision not to enroll your child in the school of origin, you have the right to dispute the decision.

Your child will be immediately enrolled in the school in which you are seeking enrollment while the dispute resolution process is completed.

Veazie School Department

PARENT APPEALS FORM

To be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. This information may be shared verbally with the local liaison as an alternative to completing this form.

Name of school: _____ Date: _____

Student(s): _____

Person Completing Form: _____

Contact Information: (Phone/Email): _____

Relationship to Student(s): _____

I wish to appeal the enrollment decision made by: _____

I have been provided with (Please check all that apply):

- _____ A written explanation of the school's decision.
- _____ The contact information of the school district's homeless education liaison
- _____ A copy of the district's dispute resolution process for students experiencing homelessness.

Please explain your reason for the appeal:

The school provided me with a copy of this form when I submitted it: _____
Please initial

Veazie School Department

STEPS FOR DISPUTE RESOLUTION

Ask the building principal or the Homeless Liaison Coordinator for a *Parent Appeals Form*.

First Appeal

- Complete the *Parent Appeals Form* and return it to the school.
- Your *Appeals* will be reviewed and a decision about your complaint will be made within 5 school days, and you will get a written response from the Superintendent of Schools & Principal

Second Appeal

- Note: Since Veazie School Department currently has a dual-role Superintendent of Schools and Principal, there is no need for a second appeal at this time.

Third Appeal

- Contact Matthew Cyr, Veazie School Department's Homeless Liaison Coordinator at 207-947-6573 and he will help you to appeal the decision to the Department of Education McKinney-Vento State Coordinator.
- Your third *Appeal* will be reviewed by the Department of Education McKinney-Vento State Coordinator who will issue a decision about your complaint. The Department of Education will notify Veazie School Department regarding the placement decision within 20 school days. The decision provided by the Department of Education liaison is final.
- If the State McKinney-Vento Coordinator does not rule in your favor, your child will be enrolled in the school recommended by the Veazie School Department.