



SENATOBIA MUNICIPAL SCHOOL DISTRICT HOMELESS PLAN

Senatobia Municipal School District Liaison

Senatobia Municipal School District liaison serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers. (Section 722(g)(1)(J)(ii)). The liaison coordinates services to ensure that homeless children and youths enrolled in school and have the opportunity to succeed academically.

SMSD liaison ensures that

- Homeless children and youths are identified by school personnel through outreach and coordination activities with other entities and agencies;
- Homeless children and youths are enrolled in, and have full and equal opportunity to succeed in, the school or schools of the LEA;
- Homeless families and homeless children and youths have access to and receive educational services for which such families, children, and youths are eligible, including services through Head Start programs (including Early Head Start programs), early intervention services under Part C of the IDEA, and other preschool programs administered by the LEA;
- Homeless families and homeless children and youths receive referrals to health, dental, mental health, and substance abuse services, housing services, and other appropriate services;
- Parents or guardians of homeless children and youths are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- Public notice of the educational rights of homeless students is disseminated in public location
- Enrollment disputes are mediated in accordance with the requirements of the McKinney-Vento Act;
- Parents and guardians and unaccompanied youths are fully informed of all transportation services, including transportation to and from the school of origin and are assisted in accessing transportation services;
- School personnel receive professional development and other support
- Unaccompanied youths are enrolled in school, have opportunities to meet the same challenging State academic standards as the State establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1087vv), and their right to receive verification of this status from the local liaison.

Senatobia Municipal School District Homeless Education Plan

Homeless children and youth will be provided the opportunity to receive a free and appropriate public education regardless of their residency status. The program will ensure that these students are afforded equal access to academic and other services that will allow them to meet the same challenging state achievement standards as non-homeless students.

The program ensures that homeless students are not denied enrollment due to the lack of registration documentation at the time of enrollment. Homeless children and youth, including preschool age children, will be enrolled immediately pending obtainment of necessary documents. The school counselor will assist parents, guardians or unaccompanied youth in obtaining the proper documentation.

The homeless education program makes every effort to provide homeless children and youth with a stable school environment by enrolling students in the school of origin and providing them with transportation to and from the school of origin. Provisions are made for parents, guardians, or unaccompanied youth to decline enrollment in the school of origin.

Homeless children and youth are often undetected. The system will conduct training sessions with the appropriate school personnel to inform them of methods of identifying homeless children without stigmatizing terminology. The system will use a Residency Questionnaire to facilitate identity of homeless children and youth, as well as preschoolers. The parent, guardian, or unaccompanied youth will complete the Residency Questionnaire at the time of registration. The school counselor may provide appropriate assistance to the parent, guardian, or unaccompanied youth in answering the questionnaire if necessary.

A copy of the Residency Questionnaire is complete at the District Office Homeless Liaison on the day of registration. The Liaison will maintain the original form in a file separate from the student's permanent record for audit purposes during the year. This file should be housed in the District office.

The parent or guardian may enroll a homeless child or youth with or without proof of residency, birth certificate, social security number, immunization record, or school records. The school counselor will provide the parent,

An unaccompanied youth may enroll himself/herself. In this case, the school principal or designee will immediately contact the District Office Home Liaison to report the enrollment of an unaccompanied youth. The school will provide the youth with proper assistance in language that the student understands. The District Office Home Liaison will assist the homeless unaccompanied youth in obtaining eligible educational services.

The application process for free and reduced priced meals can be expedited for homeless children and youth. The determination for free meals may be made without completing the full application process.

Identification of Homeless Preschoolers

The District Office Homeless Liaison will collaborate with local community service agencies (e.g. Head Start, Department of Human Resources, Health Department, faith based organizations and the court system, etc.) and school personnel to identify homeless preschoolers. The system will also include homeless preschoolers and children in the “Child Find” process as required by the Individuals with Disabilities Act.

Access to Other Federal and State Programs

Children and youth living in homeless situations will have access to all federal and state education programs for which they are eligible, despite lack of residency or the supervision of a parent or guardian. Services provided to each homeless child and youth must be comparable to services offered to other students in the school and determined to be in a student’s best interest. Access must be provided to such federal programs as Head Start, Even Start, 21st Century Community Learning Centers, Special Education and Early Intervention, programs for Talented and Gifted students, programs for English Language Learners, vocational programs and Advanced Placement options and GED programs.

NUTRITION PROGRAMS

Homeless students automatically qualify for free breakfast and lunch at SMSD schools.. Homeless students will be added to the free meals program as soon as they have been identified.

TRANSPORTATION

Per the McKinney-Vento Act, LEAs must provide services to homeless children/youth that are comparable to those received by other students in the school selected, including transportation. In addition, schools must provide transportation for homeless students to and from their school of origin, if feasible. SMSD, where feasible, applicable, at the request of the parent/guardian and/or in the best interest of the homeless children and youth, shall provide transportation to students experiencing homelessness to ensure the students are able to stay at the school of their choice for the duration of their homelessness.

PROCEDURES

I. Procedures for Identifying a Homeless Student

A student may be considered homeless if:

- The student indicates a homeless status at the time of enrollment
- A residency form indicates that the arrangement is temporary due to necessity (due to loss of housing, economic hardship, or a similar reason)
 - A student may be identified and referred by any person of concern to the Home Liaison

The McKinney-Vento Homeless Education Assistance Act assures preschool-aged and school-aged children certain rights.

Definition:

The McKinney-Vento Acts defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

Children who

- Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason (sometimes referred to as double-up);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or
- Awaiting foster care placement; and youth who are:
 - Children for, or ordinarily used as a regular sleeping accommodation for human beings; and youth who have a primary nighttime residence that is a public or private place not designed
 - Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - Migratory children who qualify as homeless because they are living in circumstances

described above. Requirements: The McKinney-Vento Act provides certain rights for homeless students. They include waiving certain requirements such as proof of residency when students are enrolling and allowing categorical eligibility for certain services. The Act also states:

- Homeless students may attend their school of origin or the school where they are temporarily residing.
- Homeless students may enroll without school, medical, or similar records.
- Homeless students have a right to transportation to school
- Students must be provided a statement explaining why they are denied any service or enrollment.
- Students must receive services, such as transportation, while disputes are being settled.

II. Procedures for Enrolling a Homeless Student

The school may not deny, delay, or transfer enrollment solely because a student homeless, or because a homeless student is unable to produce school, medical, or residency records.

A school enrolling, or about to enroll, a homeless student shall:

Immediately enroll the student, regardless of the availability of educational and/or immunization records

- If a student attempts to register without a parent/guardian, effort should be made to contact the parent/guardian
- The homeless student may not be barred from enrollment due to lack of immunization until an effort has been made to obtain records. If records cannot be obtained, assistance should be provided in getting the student properly immunized.
- If a birth certificate is not available, the student should be registered. Department of Human Services may be contacted to assist in obtaining a copy of the birth certificate.
- The student will be identified as homeless in MSIS/SAM

Make a reasonable effort to verify that the child is homeless. Contact the school last attended to obtain relevant academic and other records

- If student records cannot be obtained or records are not available an educational record (cumulative folder) will be developed. In these cases, an academic diagnostic test may be administered to assist in the determination of the student's skill levels and appropriate placement.

- Priority shall be given in evaluations of homeless student suspected of having a disability. Provide free meals within one school day after the student enrolled. If necessary, assistance will be provided for completion of free and reduced lunch forms. Provide access to the same services comparable to those offered to other students in the school which the homeless student attends such as:

- Transportation services
- Educational services
- School nutrition programs
- Preschool
- Vocational and technical programs
- Extra-curricular and enrichment activities

Coordinate with and/or refer student to other community resources in offering assistance to the homeless student/family. Contact the district homeless liaison

It is important that the academic and educational programs for children who are temporarily without a home are no different than those of the general student population.

Registration Procedures

Steps in Registration Procedure of Student Identified Homeless:

1. Completes Residency/Homeless Packet Forms
2. Homeless Liaison emails counselor with attached forms for records and indication of identification of meeting requirement of Homelessness.
3. Counselor immediately enrolls the student and provided schedule, free lunch, transportation, if necessary, and codes in SAMS

III. Transportation Procedures

Working to keep students experiencing homelessness in school is a key component of the McKinney-Vento Program. The district provides transportation to and from the school of origin, at the parent or guardian's request whenever possible. All transportation is provided through the district's transportation department. If a student that is experiencing homelessness requests transportation back to their school of origin (over 2 miles), it is important to follow these steps:

1. Make sure the current address and phone number is reflected in SAM.
2. Ensure the student is coded in the At-Risk tab, "Homeless" field in SAM.
3. Fill out a Request for Transportation form that includes the current address and phone number for the student.
4. Email the completed transportation worksheet to the Homeless Liaison.
The Liaison will contact Transportation to begin the routing process.
5. Contact the homeless education liaisons for bus passes, or gas reimbursement is needed for the temporary period of time it takes to establish a district bus. The parent will be contacted by the Liaison and or Transportation once a route is established.

IV. Counselors--Coding Procedures

The McKinney-Vento Act ensures the immediate enrollment of children and youth experiencing homelessness even if the students lack records (academic, medical, proof of residency or other documentation). Immediate enrollment includes attending classes and fully participating in school activities. All schools are required to follow these enrollment guidelines when registering a homeless student in school.

The Homeless Liaison may assist with referrals and/or transportation so families may obtain needed documentation. Upon enrollment and/or identification of an existing student experiencing homelessness, coding must take place on SAM.

This allows for accurate reporting and is vital to services such as free lunch and transportation.

The Homeless field in SAM is found in the Student Folder, At-Risk Tab. For up-to-date coding information and assistance, please contact the Homeless Liaison.

All coding is "wiped" at the end of each school year. Homelessness must then be reidentified and coded appropriately for the new school year.

V. Procedures for Assisting Unaccompanied Youth

The term “unaccompanied youth” includes a youth who is not in the physical custody of a parent/guardian (McKinney-Vento Act Sec. 725 [6]). These youth may have been denied housing by their families, left home voluntarily, or been abandoned by their parents or guardians.

Unaccompanied youth include youth in homeless situations and have the same rights as other students experiencing homelessness. Specifically, they have the right to

- Remain in their school of origin or enroll in the school where they are temporarily residing
- Transportation to and from the school of origin
- Immediately enroll in a school serving the area in which they are currently living even if they don't have the typically required documents or a parent or guardian to authorize their enrollment.
- Equal access to programs and services. Unaccompanied youth will be referred to the District Homeless Liaison, who is responsible for
- Helping unaccompanied youth choose and enroll in a school, after considering the youth's wishes.
- Attempting to identify an adult in the youth's life who can act as a caregiver. If such person is identified, the District Homeless Liaison will request that the caregiver completes the District's "Caregiver Authorization Form" at the chosen school of enrollment. However, the identification of a caregiver and the completion of a "Caregiver Authorization Form" are NOT required for enrollment.
- Informing unaccompanied youth of their rights to transportation and assisting youth in accessing transportation.
- Providing unaccompanied youth with notice of their right to appeal school or school district decisions and ensuring that youth are immediately enrolled in school pending resolution of disputes.
- Serving as the youth's advocate during the dispute resolution process. The youth shall remain in the selected school while the dispute is being resolved.
- Informing school personnel of the specific needs of runaway and homeless unaccompanied youth
- Referring youth to federally-financed youth shelters, the local social service agency, and other programs available.

VI. Determining Feasibility of School Placement

The McKinney-Vento Homeless Assistance Act states that once a child has been identified as homeless, residency requirements do not apply. The federal law requires that a child or youth experiencing homelessness attend one of the following:

The school of origin: The school that the child last attended before experiencing homelessness or the school where the student was last enrolled.

The local attendance area school: Any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Enrollment must take place immediately.

The McKinney-Vento Homeless Assistance Act requires schools to consider the school of origin as the first option in school enrollment. Parents may choose the school of origin or the local attendance area school. The following individuals may be consulted in determining what placement is in the child's or youth's best interest:

The homeless child or youth. The parents or caretakers of the homeless child or youth
Homeless shelter personnel. Representatives of social service agencies such as Local
homeless education liaisons School social workers or School counselors

It is the school district's responsibility to determine the school of origin and local attendance area school and to resolve any conflict concerning the school placement that is in the best interest of the student. Whenever possible, the school district is to comply with the parents'/caretakers' wishes. If the school district and parents/caretakers do not agree on the appropriate placement, the state's dispute resolution procedure must be followed. The student should be enrolled in the school that the parent or caretakers (or the student himself/herself, in the case of an unaccompanied youth) have chosen during the resolution process. If the local attendance area school and the school of origin are in different districts and the school of origin is determined to be the best placement, the local homeless education liaisons from both districts must work together to arrange transportation. If the two districts cannot reach a mutually agreed-upon arrangement, the two districts must split equally the cost and responsibility of transporting the student to the school of origin.

VII. Homeless Dispute Procedure

If a dispute arises over school selection or enrollment, Senatobia Municipal School District will immediately enroll the homeless student in the school in which enrollment is sought by the parent or guardian, pending resolution of the dispute and all services and programs will be available to the student. The dispute resolution process will take place as expeditiously as possible. Our goal is to resolve any dispute within a timely fashion as to not impede student success in our school.

Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or LEA homeless liaison's office

The following steps will take place for the dispute resolution:

- The on-site principal counselor for the school in which enrollment is sought will contact Senatobia Municipal School District Homeless Liaison immediately and inform of the specifics in writing
- The Federal Programs Director and the Superintendent will meet to discuss the specifics of the issue with the parent/guardian. If there are multiple children involved in multiple schools, then all may be discussed to resolve the school in question one at a time. The District will consider the following factors, or feasibility criteria, when deciding whether it is in the "best interest" of the child to remain in the school of origin:
 - The age of the child or youth,
 - The distance of a commute and its impact on a student's education;
 - Personal safety issues;
 - A student's need for special instruction (i.e. special education and related services;
 - The length of anticipated stay in a temporary shelter or other temporary location; and
 - The time remaining in the school year. If a District determines it is not in the best interest of the child to remain in the school of origin the District must provide written notice of:
 - Its decision not to honor the request to remain in the school origin

- That the parent has the right to dispute the decision,
 - The procedure for challenging the placement decision,
 - The student's right to remain in the school of his/her choice, with no interruption of his/her education, until the dispute is resolved, and
 - The contact information for the District Homeless Liaison and the State Coordinator.
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The dispute process will proceed according to the following **Dispute Resolution Procedures**:

1. The District must notify the parents in writing within 10 working days if it determines placement in the student's school of origin is not in the best interest of the child. This notification must contain all the items mentioned in the previous paragraph and a Notice of Dispute Form.
 2. The parents must complete the Notice of Dispute Form and return it to the school, the District office or the Homeless Liaison within 10 working days. A copy of the Notice should be made and immediately forwarded to the District Director of Assessment, and the original returned to the parent for their records. While the dispute is being resolved the student has the right to attend his/her school of choice and to fully participate in all activities of the school.
 3. The District must schedule a meeting (at a time convenient to the parents) to settle the dispute within 10 working days of the receipt of the Notice of Dispute Form. The parents may present pertinent information in oral and/or written form. A Committee who are not directly involved in the issue will decide the Dispute and will provide a written summary of the decision within 5 days of the meeting. The form must contain the contact information of the State Coordinator.
 4. If the parents are not happy with the result of the Dispute at the District level, the parents may contact the State Coordinator for an appeal of the district decision within 10 working days of the decision given.
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FORMS

**SENATOBIA MUNICIPAL SCHOOL DISTRICT RESIDENCY AND DOCUMENTATION CHECKLIST
SCHOOL YEAR 2020-2021**

(TO BE COMPLETED BY PARENT or LEGAL GUARDIAN)

Name of Student: _____ Grade: _____

Name of Parent, Legal Guardian: _____

Address of Parent, Legal Guardian: _____

Please note that a Post Office Box is not acceptable as a residence address.

Is your child currently under suspension or expulsion from another school district? ☐ Yes ☐ No

Home Language Survey (HLS)

1. Does your child speak any language other than English? () Yes () No
2. If yes, what was the first language your child learned to speak? _____
3. What language does your child speak most often? _____
4. Is this child a migrant student? () Yes () No
5. Is this child a homeless student? () Yes () No
6. Is this child a neglected and/or delinquent student? () Yes () No
7. Does this child have any disability (SPED) needs? () Yes () No
If yes, please explain _____
8. Does this child need speech services? () Yes () No
9. Is this child in a gifted program? () Yes () No

I hereby certify that the information given above on this form is a true and correct statement of my legal residence. Should my legal residence change while the above listed student is enrolled in the above cited school district, I will promptly notify the appropriate officials of this school district. Further, I understand that a pupil is not legally enrolled until this form is completed and signed by the parent, guardian, or other adult with whom the student may be living. I understand that a pupil admitted under false information is not legally enrolled and is subject to penalty.

Signature of Parent, Legal Guardian

Date

Telephone Number

RESIDENCY REQUIREMENTS

(TO BE COMPLETED BY THE SCHOOL DISTRICT)

SHARED RESIDENCY _____

- ___ A Documents provided to me by Parent, Legal Guardian:
(One document must be 1, 2 or 3, one must be #4, and one must be #5)
- ___ 1. Filed Homestead Exemption Application Form
 - ___ 2. Mortgage Documents or Property Deed
 - ___ 3. Apartment or Home Lease (expiration date must be on lease and lease should be on official letterhead and with phone number for contact person)
 - ___ 4. Utility Bills (water, gas, electric, cable) [Bill must be current—within 30 days of residency verification.]
 - ___ 5. Automobile Registration (car tag receipt with name and physical address)
- ___ B Student is living with legal guardian and a certified copy of the Court Decree, or petition if pending was received declaring that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.
- ___ C A certified birth certificate is required of all children enrolling in the Senatobia Municipal School District (includes parent's names(s), city, state, county of birth, along with birth date)
- ___ D Final report card (and copy of transcript for grades 9-12) if entering at the beginning of the school year; official withdrawal form or most recent report card (and copy of transcript for grades 9-12) if entering during the school year.
- ___ E Mississippi Certificate of Compliance Immunization Form 121

School District-Representative

Date



Mississippi Department of Education Employment Survey

Complete and Return to School

School Name:
Parent/Guardian Name(s):
Address:
Telephone Number(s):
Email:
1. Have you moved to a new town to find work within the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you answered "No," STOP HERE . If you answered "Yes," continue.)
2. Did you or anyone in your household find work in agriculture or fishing (examples: planting or preparing fields for crops; harvesting crops; picking fruit or vegetables; processing fruit or vegetables; planting or cutting trees; greenhouse, cotton gin, poultry farm or dairy work; or farming/ harvesting/ processing chicken, catfish, beef, pork, shrimp, crab, crawfish, oysters, or other shellfish or fish)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you answered "No," STOP HERE . If you answered "Yes," continue.)
<i>If you answered "Yes" to both questions above, a state education representative may contact you to find out whether your child is eligible for additional educational services.</i>
What is the best time to get in touch with you? <input type="checkbox"/> During the day <input type="checkbox"/> Evening/night

For School Use Only

Date received from family: _____

Do not email forms. Call 662-325-1815 and your MMESC Recruiter will pick up returned forms.

Or convey by regular mail, or fax to:

MMESC - P.O. Box 1575 Mississippi State, MS 39750 (fax: 662-325-0864)

For MMESC Use Only

School District: _____ Date received from school: _____

Senatobia Municipal School District
Student Residency Questionnaire

English

Student Residency
Questionnaire

Name of Student: _____ Date of Birth: _____

Person completing form:

- ☐ Parent or guardian ☐ Unaccompanied youth (a youth that does not live with a parent or guardian)
☐ Youth ☐ Other: _____

Name: _____

Email: _____ Phone: _____

Please answer these questions about the student's residency. The information you provide is confidential and protected by the law called the Federal Education Rights and Privacy Act. We use this information to decide which schools students should attend. We also use this information to make sure the rights of a child, youth or an unaccompanied youth are met based on a law called the McKinney-Vento Homeless Assistance Act.

1. Is the student's address a temporary living arrangement? ☐ Yes ☐ No
2. Is the student's living arrangement due to loss of housing or financial hardship? ☐ Yes ☐ No

If the answer to any of the above is YES, please complete the following: Where is the student identified above currently living? (Please check one)

- ☐ In a motel or hotel due to loss of housing or financial hardship
☐ In an emergency shelter, transitional housing facility, or abandoned in a hospital
☐ Sharing another family's house or apartment
☐ In a car, park, trailer park (this does not refer to a mobile home (trailer) park, this refers to a type of camping ground for fifth wheel camper trailers or other types of movable campers), camping ground, street, public space, substandard housing (housing that does not meet modern standards of living), or abandoned building ☐ In a bus or train station
☐ Moving from place to place (couch surfing)
☐ In a public or private place not meant to be used as a regular place for people to sleep
☐ Other: _____

Last school the student attended:

School: _____ District: _____

City: _____ State: _____

Name of Parent, Guardian or education decision maker: **I declare under the penalty of perjury under the laws of this state that the information provided here is true and correct and of my own personal knowledge.**

Name: _____ Signature: _____

Address: _____

City: _____ Signature: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

OR

Student (if an unaccompanied youth that is homeless):

Name: _____ Signature: _____

Address: _____

Email: _____ Phone: _____

If a child, youth or unaccompanied youth is NOT living in permanent housing, proof of residency and other documents (health, school records, etc.) normally needed for enrollment are NOT required. The child, youth or unaccompanied youth must be enrolled immediately in his or her school of origin, the school where other children attend that is in the area where the student is currently living, or another school that the student may attend based on what is best for the student.

OFFICE USE ONLY

Date Completed:	Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No	District Representative:	Comments:
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Senatobia Municipal School District Authorization to Request and Release Information

Date: _____
(mm/dd/yyyy)

Name of Student: _____

Parent or Guardian: _____

This letter is an official document that gives the school district permission to ask for certain information and give out information about you and your student. This information is needed so that the school district can help get services for you, your student, or both. We will keep personal information confidential and only use this information when needed. If you need assistance understanding this letter, please contact:

Name: Bernice Jackson Title: Assistant Superintendent
Email: bjackson@senatobiaschools.com Phone: 662-301-5350

Do you need an interpreter? Please tell us and we will make sure one is available.

I authorize employees of Senatobia Municipal School District to request and release any records, reports (including academic and behavioral reports), evaluations, documents, and any other information in our possession regarding me, my family, or both to other organizations, agencies, or businesses for the purpose of obtaining resources on my or my family's behalf. I have been fully informed that this information may include the following:

- Eligibility for certain programs
- Academic Progress, including academic reports and tests
- Service Plans
- Social History
- Financial and other benefits
- Information related to health, including mental health and drug, or alcohol use, or both; and
- Behavioral reports

I understand that all staff members of Senatobia Municipal School District have an obligation under law to keep all information confidential concerning my child and my family.

I also understand that the following agencies and organizations may be included in my authorization to release and request information. (please initial all that apply.)

☐ I authorize all the agencies marked below to release and request information regarding myself and my children.

_____ Colleges or Universities	_____ Temporary Shelters
_____ Local Housing Authority	_____ TANF (Temporary Assistance for Needy Families)
_____ Faith Based Agencies	_____ Local Public Assistance
_____ Other _____	_____ Hospitals, Clinics and Other Medical Treatment Centers

This authorization to request and release information will not last for more than one year and will expire on the following date _____ (mm/dd/yyyy).

The information in this form has been explained to me. I understand the information that may be released and the information that may be requested. I also understand that there are laws protecting the confidentiality of authorized information. I understand that this authorization is voluntary and is valid until the request is fulfilled. I further understand that I may cancel this authorization in writing at any time. Canceling this authorization does not apply to any action based on this authorization that has already been taken.

Parent or Guardian Signature: _____ Date: _____
(mm/dd/yyyy)

Staff Signature: _____ Date: _____
(mm/dd/yyyy)

Caregiver Authorization Form

This form is intended to address the McKinney-Vento Homeless Assistance Act (P.L. 107-110) requirement that homeless children have access to education and other services for which they are eligible. The McKinney-Vento Homeless Assistance Act states specifically that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian, however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education.

Instructions:

Complete this form for a child/youth presenting himself/herself for enrollment while not in the physical custody of a parent or guardian

- To authorize the enrollment in school of a minor, complete items 1 through 4 and sign the form.
- To authorize the enrollment and school-related medical care of a minor, complete all items and sign the form.

I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor named below.

1. Name of minor: _____

2. Minor's date of birth _____

3. My name (adult giving authorization) _____

4. My home address _____

5. Check one or both (for example, if one parent was advised and the other could not be located):

_____ I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection.

_____ I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization

6. My date of birth _____

7. My state driver's license or identification card number _____

I declare under penalty or perjury under the laws of this state that the foregoing information is true and correct

Signature _____

Date _____

Homeless Student Identification

Senatobia Municipal School District Homeless Student Identification

Referral by Agency or Concerned Persons

Referring Teacher: _____ Referral Date: _____

Section I: Student Information. Fill in all blanks, if possible.

Name: _____

Current Age: _____ Current Grade: _____ Sex _____ Race: _____

Parent/Guardian's Name: _____

Mailing Address: _____ City _____ State/Zip _____

Home Phone #: _____ Work Phone #: _____

Section II: Eligibility Criteria. At least one (1) item must be marked.

____ Child does not reside with a parent or legal guardian.

____ Family resides in substandard housing. (Lack or has inadequate utilities, excessive holes in floors, cardboard walls, windows etc.)

____ Parents/guardians are migrant worker

____ Child/family resides in temporary shelter. (Runaways, throwaways, domestic violence, substance abuse, etc.)

____ Child/family resides with relatives or friends temporarily. (i.e. Job or housing loss, other income loss, "doubling up" families, affidavit, etc.)

____ Child/family resides in non/sub-standard domiciles or on the "streets".

____ Child/family has a primary nighttime residence in a supervised public/private operated shelter. (Shelters, transitional housing, transient/welfare hotels, etc.)

____ Parent/guardian in placement of an institution. (i.e. jail/prison, mentally ill facility, etc.)

____ Child in Foster Care

Affidavit for Missing Enrollment Documentation State: Mississippi

School District:

Senatobia Municipal School District

_____ (name), based upon his/her personal knowledge, answers the following questions as noted in his/her handwriting on this and the attached page, which are propounded by duly authorized officials of the Senatobia Municipal School District concerning a student's missing enrollment documentation for the following:

____ Proof of residency ____ Proof of guardianship ____ Proof of identity

____ Birth certificate ____ Immunization record(s) ____ School record(s)

____ School physical/health record(s) ____ Other (please describe below)

You are being asked to answer these questions because you are unable to provide the enrollment documents checked above that are required for enrollment. In accordance with the McKinney-Vento Homeless Assistance Act (P.L. 107-110), states and localities are required to address barriers to the enrollment of students meeting the definition of "homeless". Your completion of this affidavit will facilitate the enrollment of your child(ren) (or of your own enrollment if you are an unaccompanied youth).

1. What is your full name? (name of person completing form) _____
2. Do you understand that giving a false or otherwise untrue answer to any of the questions in this affidavit could result in a criminal charge of perjury being brought against you? **Please circle "Yes" or "No". Yes / No**
3. What is (are) the full name(s) of the student(s), birthdates, and place of birth you wish to enroll in this district?

5. Who are the parents, parents by legal adoption, legal guardians, or persons having legal custody of the student(s) being enrolled? (If you are an unaccompanied youth, please list your parent(s), legal guardian(s), or other adults who help take care of you, such as relatives, caregivers, social workers, etc.)

6. Where is (are) the student(s) currently living? Include the address and type of housing.

7. Do you have legal custody imposed by a court order or have you been designated as a court-appointed guardian for the student(s) being enrolled?

8. Why are you unable to present a copy of documentation for the items checked on page 1 for the student(s) that you are enrolling?

9. To the best of your knowledge, has this student (have these students) ever been reported to any law enforcement agency as a missing child (as missing children)?

Yes or No

If the response to question #9 is yes, identify by name and address the law enforcement agency to which the child was reported missing and the date of the report.

10. In order to help the Senatobia Municipal School District locate missing information, please give the following information:

- Last school(s) attended (name of school, city or county, and state) Clinic or medical facility where the student(s) was (were) immunized or received medical treatment (name of facility, city or county, and state).

Date _____ Signature _____

Determining Feasibility of School Placement Form

Name of student: _____ Date _____

According to the McKinney-Vento Homeless Assistance Act, a homeless child or youth has the right to attend the school of origin or the local attendance area school, according to the best interest of the child.

The school of origin is defined as the school that the child or youth attended when permanently housed; OR the school in which the child or youth was last enrolled

The local attendance area school (local school) is defined as

Any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

This form will assist in determining which placement decision would be in the student's best interest. Please provide the following information for the attendance options for the student: School that the child or youth attended when permanently housed:

Name of school and district:

Dates of attendance:

Living arrangement at the time

School in which the child or youth was last enrolled

Name of school and district:

Dates of attendance:

Living arrangement at the time

Local Attendance Area School

Name of school and district current living arrangement

-
1. Are the school of origin and the local attendance area school in the same school district?
 2. Which school does the child/youth want to attend? Why?
 3. Which school does the parent want the child/youth to attend? Why?

4. What is the distance and time spent on travel from the current residence to the school of origin?
5. If transportation is currently unavailable to the school of origin, how can it be arranged?
6. What time of year is it (at the beginning of the school year, near the end of the school year, during the summer)?
7. How long did the child/youth attend the school of origin? Were meaningful social and educational relationships established?
8. Are there specific people in the school of origin who have been providing support or assistance to the family or child/youth experiencing homelessness?
9. Are there special programs, such as gifted, bilingual, or remedial education, in which the child/youth has been participating at the school of origin?
 - 9a. If yes, please describe. _____
 - 9b. Are these special programs also available at the local attendance area school?

10. Based on a knowledge of the family's situation, how long is the family likely to remain at the current residence?
11. What is the likelihood that the family experiencing homelessness will reestablish residency in the attendance area of the school of origin?

Based on answers to the previous questions, the school district recommends the following school _____

Individuals consulted to determine that this placement is in the student's best interest were: Signature(s) of the individual(s) making the recommendation:

_____ Title _____ Date _____

_____ Title _____ Date _____

The following form is provided to assist in determining which placement decision would be in the student's best interest

Written Notification of Enrollment Decision

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.

Date: _____

Student(s): _____

Person completing form: _____

Relation to student(s): _____

I may be contacted at (phone or e-mail): _____

I wish to appeal the enrollment decision made by: _____

Name of School: _____

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 local homeless education liaison.

_____ A copy of the state's dispute resolution process for students experiencing homelessness.

Optional: You may include a written explanation in the space below to support your appeal or you may provide your explanation verbally.

The school provided me with a copy of this form when I submitted it. _____
(initial)

Senatobia Municipal School District Homeless Compliant Form

School Name: _____ School Address: _____

Student's Name: _____ Current Address: _____

Parent/Guardian/Complaining Party's Name: _____

Relationship: ☐ Parent ☐ Guardian ☐ Unaccompanied Youth ☐ Other Current

Current Phone: (____) _____ Please note: Information regarding student's address, phone number, and information protected by Senatobia Municipal Schools Records and can only be released to parent/guardian, the student, or to a person specifically designated as a representative of the parent/guardian.

Lives in a Shelter ☐ Yes ☐ No

Name of school that parent chooses child to be immediately enrolled in and/or transported to/from until dispute is resolved:

Is this the school or origin*? ☐ Yes ☐ No

*School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled.

If no, from which school was the student transferred? _____

Reason for the Complaint: _____

Signature of parent/guardian/complaining party: _____ Date: _____

Principal's Actions on the Complaint

Action was taken within _____ school day(s) after receiving notice of the complaint.

Date Homeless liaison was notified of the dispute:

Action taken by principal to resolve the dispute: _____

Was the dispute resolved? ☐ Yes ☐ No

Explanation:

Phone :(601) _____ Fax:(601) _____

I.D.#: _____ Grade: _____ Current Phone: _____