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___ ELIGIBLE
 ___ INELIGIBLE
 ___ PENDING
 (Additional Information)
 School Social Work Office
 Staff Only

McKinney Vento Homeless Education Act Student Residency Affidavit

If you checked "Homeless" on the Registration/Emergency Data Form please complete this questionnaire to determine eligibility for educational services under McKinney-Vento Education Act.

PLEASE PRINT

Student's Name:	DOB:	School:	Grade:
Parent:	Current Address:		
Guardian/Caregiver (if living with someone other than parent):	Phone Number:		
	Emergency phone contact: <i>(someone who will always know how to locate you)</i>		
Please indicate if your child is, or plans to be, a student athlete during this current school year.		<input type="checkbox"/> Yes; Sport and Season: _____ <input type="checkbox"/> No, my child is not playing any sports in school.	

1. Presently do you and/or your family lack a fixed, regular, and adequate nighttime residence in any of the following situations? Check *one* box.

- Staying in shelter
 - Agency name: _____ (letter provided ___ Y ___ N)
 - Transitional housing: Agency name: _____
 - No verification available: Agency name: _____
- Staying with someone due to an eviction, domestic violence or another situation rendering the family homeless
 - Eviction –please attach copy of documentation if available
 - Domestic violence
 - Other (explain) _____
- Living in a car, park, campground, public space, abandoned building, or substandard housing
- Temporarily living in a motel or hotel due to loss of housing or similar reason
 - Motel/hotel receipt or copy of registration card
 - Identify the name of motel _____
- Other _____
- Is the residence:

Fixed

Is this a temporary arrangement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you looking for another place to live?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Could you be asked to leave at any time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where would you go if you couldn't stay where you are?		
Where were you living before?		

Regular

Do you stay in the same place every night? Yes No

How long have you been staying in your current situation?

How long do you plan to stay?

How long did you live in your last place?

Adequate

Is there adequate heat, electricity and water? Yes No

What are the conditions of the living situation?:

Clean Yes No

Safe Yes No

In Adequate Repair Yes No

Crowded Yes No

How many people are in the living situation?

How many bedrooms are there?

Where are you sleeping?

Please use page 3 to explain reasons for Homelessness

2. Unaccompanied Youth: Not in the physical custody of a parent or guardian.

Check one box.

- Student(s) is living with an adult that is not their parent or legal guardian (due to family homelessness, runaway and not for purposes of school preference.)
- Student is living alone without a parent or legal guardian (due to family homelessness, runaway and not for purposes of school preference.)
Please explain any extenuating circumstances on page 3.
- Student does not meet the definition of “Unaccompanied Youth.” Initial _____**

If 1 or 2 do not apply to you, please see school personnel for other enrollment options.

3. Please list the names of all immediate family members attending K-12 school in Hampton City Schools. DO NOT INCLUDE THE CHILDREN OF THE HOST FAMILY.

First	Middle	Last	DOB	Grade	School Name

4. Please list other <u>siblings</u> in home who are either in pre-school, younger or college			Age	Note if they are in Preschool, daycare or some other program
First	Middle	Last		
5. If doubled up, please provide this information:				
Host Family Name:		Contact Name:		Phone:
Host Family Address:				
Length of time you plan to stay at this address?				
6. Your Current Mailing Address:				
Address:				
Phone:				
7. Are you currently experiencing a loss of housing due to foreclosure?				
<input type="checkbox"/> Yes			<input type="checkbox"/> No	

Any person making a materially false statement regarding residency in a school division shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to the Code of Virginia § 22.1-5, for the time the student was enrolled in such school division.

The undersigned certifies that according to information provided above, the student(s) listed meets the definition of "Homeless" as stated in McKinney-Vento Act (Subtitle B, Sect. 725) of July 1, 2002.

The undersigned certifies that they have read and received a copy of pages 5 - 8 attached, which provides a Definition of Homelessness, Homeless Students and Unaccompanied Youth Rights and Hampton City Schools Policy (JECCA Admission of Homeless Children, <http://www.boarddocs.com/vsba/hampton/Board.nsf/Public#>).

Parent/Guardian Name (Print) (Signature) Date

Please use this section to describe why you are currently in a homeless situation.

PLEASE REVIEW THE FOLLOWING AND MARK THE SERVICES YOUR CHILD MIGHT NEED:

- ___ I have received a copy of the Homeless Student Rights (page 5) and the definition of homelessness.
- ___ I understand my child will automatically become eligible for the Free Lunch program upon being determined eligible under McKinney Vento guidelines.
- ___ Please provide my child with school supplies.
- ___ Due to our current situation my child is in need of appropriate school clothing or outer wear.
- ___ I would appreciate contact from the School Social Worker to provide information on available resources and additional information.
- ___ We are staying outside of my child’s current attendance zone and would like for my child to remain at their current school.

For Social Work Use Only

Verification Results:

Other Services Needed:

Date McKinney Vento Application Received in the School Social Work Services Office:

TRANSPORTATION REQUESTED: YES NO

_____/_____/_____
Date Request for Transportation Sent to Transportation Department:

School of Origin: _____

_____/_____/_____

PHYSICAL/IMMUNIZATIONS: YES NO

RECORDS: YES NO

Pages 5-8 Must Be Given To The Parent/Guardian Or Unaccompanied Youth

Definition of Homelessness*

Anyone, due to a lack of housing, who lives:

- In emergency or transitional shelters
- In motels, hotels, campgrounds, abandoned in hospitals, awaiting foster care placement
- In cars, parks, public places, bus or train stations, abandoned buildings
- Doubled up with relatives or friends
- In these conditions and is a migratory child or youth

To determine homelessness, consider the **permanence and adequacy of the living situation. Determinations of homelessness should be made on a case-by-case basis.*

Homeless Students and Unaccompanied Youth Have the Right to the Following:

- ❖ **Immediate** enrollment in school.
- ❖ Attending school **without a permanent address**.
- ❖ Staying enrolled in their school (school they were attending when they became homeless) for **as long as they remain homeless**.
- ❖ Receive **free lunch** at school.
- ❖ **Transportation services** to and from the school of origin.
- ❖ A **written explanation** if a placement dispute occurs and the right to appeal.
- ❖ Participation in **extracurricular activities** and all federal, state, or local programs for which they are eligible.

(McKinney-Vento Homeless Assistance Act of 2001 – title X, Part C of the No Child Left Behind Act)

For additional information please call:

DEPARTMENT OF STUDENT SERVICES
SCHOOL SOCIAL WORK SERVICES
HAMPTON CITY SCHOOLS
ONE FRANKLIN STREET (4TH Floor, Suite 435)
HAMPTON, VIRGINIA 23669

Bruce A. Copeland, Ph.D., LCSW, Coordinator
Tara Watson, Administrative Assistant
(757) 727-2440

The School Board is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless. The school division will coordinate the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve interdivisional issues.

The School Division will serve each homeless student according to the student's best interest and will:

1. continue the student's education in the school of origin for the duration of homelessness:
 - if the student becomes homeless between academic years or during an academic year; or
 - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
2. enroll the student in any public school that nonhomeless students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of a homeless student, the Division shall:

- to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- provide a written explanation, including a statement regarding the right to appeal as described below, to the homeless student's parent or guardian, if the division sends the student to a school other than the school of origin or a school requested by the parent or guardian; and
- in the case of an unaccompanied youth, ensure that the Division's homeless liaison assists in placement or enrollment decisions regarding the student, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal described below.

Enrollment

The school selected in accordance with this policy shall immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, birth records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization, birth, or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the division's homeless liaison, who shall assist in obtaining necessary immunizations, or immunization, birth, or medical records.

If the documentation regarding the comprehensive physical examination required by Policy JHCA cannot be furnished for a homeless child or youth, and the person seeking to enroll the pupil furnishes to the school division an affidavit stating that the documentation cannot be provided because of the homelessness of the child or youth and also indicating that, to the best of his or her knowledge, such pupil is in good health and free from any communicable or contagious disease, the school division shall immediately refer the student to the local school division homeless liaison who shall, as soon as practicable, assist in obtaining the necessary physical examination by the county or city health department or other clinic or physician's office and shall immediately admit the pupil to school.

The decision regarding placement shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

Enrollment Disputes

If a dispute arises over school selection or enrollment in a school:

- the homeless student shall be immediately admitted to the school in which enrollment is sought and provided all services for which he or she is eligible, pending resolution of the dispute;
- the parent or guardian of the student shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or student to appeal the decision;
- the student, parent, or guardian shall be referred to the Division's homeless liaison who shall carry out the appeal process as expeditiously as possible after receiving notice of the dispute; and
- in the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Appeal Process

Oral Complaint

In the event that an unaccompanied student or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present his position to the division's homeless liaison.

Written Complaint

If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the homeless liaison. The written complaint must include the following information: the date the complaint is given to the homeless liaison; a summary of the events surrounding the dispute; the name(s) of the school division personnel involved in the enrollment decision; and the result of the presentation of the oral complaint to the homeless liaison.

Within five (5) school days after receiving the written complaint, the homeless liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that decision, including the reasons therefore, to the Complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

Appeal to Superintendent

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may appeal that decision to the Superintendent/designee by filing a written appeal. The homeless liaison shall ensure that the Superintendent/designee receives copies of the written complaint and the response thereto. The Superintendent/designee shall schedule a conference with the Complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the Superintendent, or designee, shall provide a written decision to the Complainant including a statement of the reasons therefore.

Comparable Services

Each homeless student shall be provided services comparable to services offered to other students in the school attended by the homeless student including the following:

- transportation services;
- educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency;

- programs in vocational and technical education;
- programs for gifted and talented students; and
- school nutrition programs.

Transportation

At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation will be provided for a homeless student to and from the school of origin as follows:

- if the homeless child or youth continues to live in the area served by the division in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be provided or arranged by the division in which the school of origin is located.
- if the homeless child's or youth's living arrangements in the area served by the division in which the school of origin is located terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another division, the division of origin and the division in which the homeless child or youth is living shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the divisions are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

Definitions:

The term "homeless student" means an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

1. children and youths, including unaccompanied youths who are not in the physical custody of their parents, who
 - a. are sharing the housing of other persons due to loss of housing, economic hardship, or other causes; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations or in emergency, congregate, temporary, or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - b. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; or
 - c. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
2. migratory children who qualify as homeless for the purposes of this policy because the children are living in circumstances described above.

The term "migratory child" means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, has moved from one school district to another in order to obtain, or accompany such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing work.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.