

SY \_\_\_/\_\_\_  
Family#\_\_\_



\_\_\_ **ELIGIBLE**  
\_\_\_ **INELIGIBLE**  
\_\_\_ **PENDING**  
*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 the McKinney-Vento Education Act.*

### **PLEASE PRINT**

<b>Student's Name:</b> (IF MORE THAN 8 children, LIST THEM ON PAGE 3)	<b>DOB:</b>	<b>School (last attended or are currently enrolled)</b>	<b>Grade:</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
<b>Parent:</b>	<b>Street Address including City, State, Zip code:</b>		
<b>What school did the student(s) attend immediately before the family became displaced?</b> 1. 2. 3.			
<b>Guardian/Caregiver</b> (if living with someone other than a parent):	<b>Email:</b>		
<b>Phone Number: (Home)</b>	<b>(Cell)</b>	<b>(Work)</b>	
<b>Emergency phone contact: (Someone who will always know how to locate you)</b>			

Please indicate if your child is, or plans to be a student athlete during this current school year.



- ☐ Yes; Sport and Season: \_\_\_\_\_
- ☐ 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 a 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 a copy of the 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 a 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?

☐ Yes ☐ No

Are you looking for another place to live?

☐ Yes ☐ No

Could you be asked to leave at any time?

☐ Yes ☐ 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?

# of Adults:

# of Children:

How many bedrooms are there?

Where are the children sleeping?	<input type="checkbox"/> Bedroom (alone) <i>(if this selection is checked, move to the next section)</i> <input type="checkbox"/> Bedroom (w/others) # _____ <input type="checkbox"/> Bed (alone) <input type="checkbox"/> Bed (w/others) # _____ <input type="checkbox"/> Other: _____
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**2. Unaccompanied Youth: Not in the physical custody of a parent or guardian.**

*Check one box.*

- ☐ Student(s) are 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.
- ☐ **The 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. List additional siblings here if needed:**

First	Middle	Last	DOB	School	Grade

**4. If doubled up, please provide this information:**

Host Family Name:	Contact Name:	Phone:
Host Family Address (Full address):		
Length of time you plan to stay at this address?		
<input type="checkbox"/> Do you share expenses with the host family? <input type="checkbox"/> If so, how much is your contribution? _____		

**5. Your Current Mailing Address:**

Address (full street address):
Phone:

**6. Are you currently experiencing a loss of housing due to foreclosure?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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.

Parent/Guardian Name (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ Date \_\_\_\_\_

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

Month/Year you became displaced: \_\_\_\_\_

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**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.

Student Name(s)	Shirt size	Pant size	Shoe Size
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

- \_\_\_\_\_ 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 (school of origin).
- \_\_\_\_\_ We are staying outside of my child's current attendance zone and would like for my child to receive **transportation** to their current (school of origin).

**For Social Work Use Only**

**Notes:**

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**Other Services Needed:**

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

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TRANSPORTATION REQUESTED: ☐ YES ☐ NO

School of Origin: 

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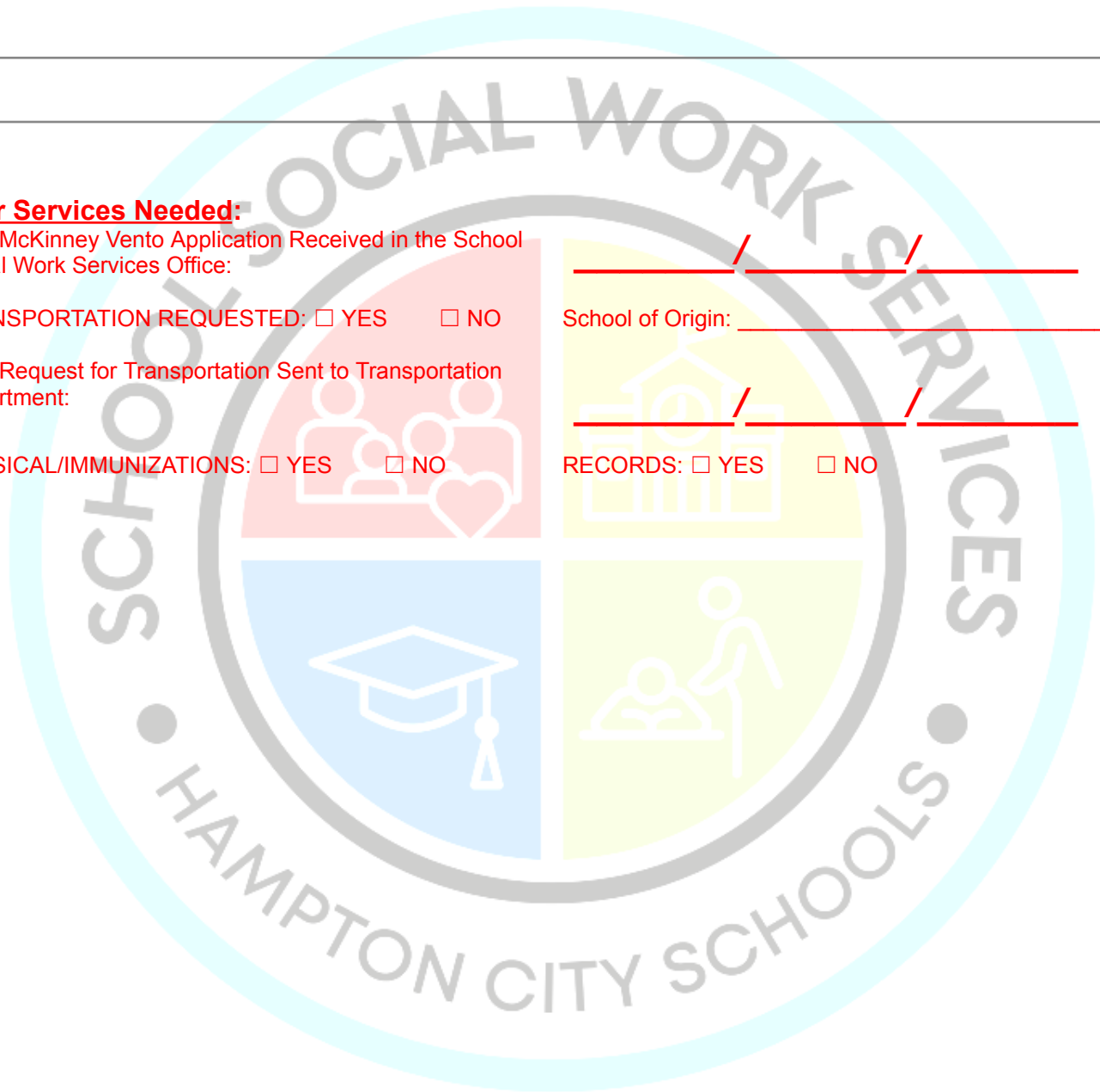
Date Request for Transportation Sent to Transportation Department:

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PHYSICAL/IMMUNIZATIONS: ☐ YES ☐ NO

RECORDS: ☐ YES ☐ NO



## Page 6-13 Should 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 (4<sup>TH</sup> Floor, Suite 435)  
HAMPTON, VIRGINIA 23669

Bruce A. Copeland, Ph.D., LCSW, Coordinator  
[bcopeland@hampton.k12.va.us](mailto:bcopeland@hampton.k12.va.us)

Lisa Johnson, Administrative Assistant  
[ljohnson4@hampton.k12.va.us](mailto:ljohnson4@hampton.k12.va.us)  
(757) 727-2440

HOUSING CRISIS HOTLINE

<https://theplanningcouncil.org/homeless-solutions/housing-crisis-hotline/>

Address: Headquarters Office:  
2551 Eltham Ave, Ste. I  
Norfolk, VA 23513  
Phone: (757) 622-9268  
Toll Free: 868-750-4431



## Transportation Guidelines for MKV students

**McKinney-Vento Homeless Assistance Act (MKV)** is guided by federal law and state/local policies. Transportation to the assigned school is provided as long as it is in the student's best interest to attend that school.

- Transportation requests for services may take up to 72 hours for processing from the date it is received by the Transportation Department. Requests outside the city of Hampton may require additional time to implement.
- Any change to resident address must be reported immediately to the Department of School Social Work. A staff member there will verify the information and share it with transportation. Any changes to resident addresses for pick up and/or drop off may also take up to 72 hours. Address changes outside the city of Hampton may require additional time.
- Transportation is arranged to and from the residence where the child sleeps at night. Pick-ups or drop-offs at day care providers, friends, or other family members' residences are not permitted. Pick-up and drop-off locations must be at the same address.
- Students residing out of the division or out of their school zone will be contacted by the assigned driver. They will be provided with their stop information. Parents / Guardians may also receive bus route and general transportation info by calling the child's school. Stops are not negotiable, and drivers may not change stops unless authorized by the transportation department.
- In addition to contacting the school, parents **must** contact the transportation department if their child is not attending school for any length of time. This is critical for any student whose transportation is outside the city of Hampton. Parents/guardians must notify HCS Transportation Dispatch by calling: **(757) 727-1079 or 727-1080**. Do not call your child's school or the Department of School Social Work as this will delay the information getting to the driver.
  - **For morning service, calls must be received by 5:30 am.**
  - **For afternoon service, please call by 1:30 pm.**
  - **Service will no longer be sent if a student misses 3 days with no communication. Reauthorization of transportation will have to be requested through the social work department.**
- The School Social Work Department will work with families to address attendance while students are waiting on transportation to begin.
- All students must adhere to the policies and practices that are noted in the HCS Students' Rights and Responsibilities Handbook as they relate to behavior on any HCS car, van, or bus.
- KG and Pre-K students **must** wear their ID Lanyards daily. In order for a student to be released to any one at the stop, a copy of the ID Card **must** be presented.

**Please note: HCS vehicles and bus stops are considered HCS school property. As such, [Policy KGB, PUBLIC CONDUCT ON SCHOOL PROPERTY](#), is in effect and any person interacting with HCS transportation staff is responsible for following these conditions.**

# **BookHampton City Schools Policy Manual**

## **Section**

### **J - Students**

#### **Title**

#### **ADMISSION OF HOMELESS CHILDREN**

#### **Code**

#### **JECAA**

#### **Status**

#### **Active**

#### **Legal**

**20 U.S.C. § 6399**

**42 U.S.C. §§ 11302, 11431, 11432, 11433**

**Code of Virginia, as amended, § 22.1-3**

**Code of Virginia, as amended, § 22.1-70**

**Code of Virginia, as amended, § 22.1-78**

**Code of Virginia, as amended, § 22.1-253.13:1**

**Code of Virginia, as amended, § 22.1-270**

**Superintendent's Memo No. 64 (Dec. 5, 2003)**

**Adopted June 2, 2010**

**Last Revised March 6, 2024**

The School Board is committed to educating homeless children and youth. Homeless children and youth are not stigmatized or segregated on the basis of their status as homeless. The School Division coordinates 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 serves each homeless student according to the student's best interest and will:

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

enroll the student in any public school that non-homeless 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:

presumes that keeping the student in the school of origin is in the student's best interest,

except when doing so is contrary to the request of the student's parent or guardian, or (in the case of an unaccompanied youth) the youth;

considers student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the student's parent or guardian or (in the case of an unaccompanied youth) the youth;

if, after conducting the best interest determination based on consideration of the presumption and the student-centered factors above, the Division determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provides the student's parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination, in a manner and form understandable to such parent, guardian or unaccompanied youth, including information regarding the right to appeal; and

in the case of an unaccompanied youth, ensures that the division homeless liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.

#### **Enrollment**

The school selected in accordance with this policy immediately enrolls the homeless student, even if the student:

is unable to produce records normally required for enrollment, such as previous academic records, records of immunization and other required health records, proof of residence or other documentation; or

has missed application or enrollment deadlines during any period of homelessness.

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

If the student needs to obtain immunizations or other health records, the enrolling school immediately refers the parent or guardian of the student or, (in the case of an unaccompanied youth) the youth, to the Division's homeless liaison, who assists in obtaining necessary immunizations or screenings, or immunization or other required health 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 immediately refers the student to the local school division homeless liaison who, as soon as practicable, assists in obtaining the necessary physical examination by the county or city health department or other clinic or physician's office and immediately admits the pupil to school.

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

#### **Enrollment Disputes**

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

the homeless student is immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals;

the parent or guardian of the student or (in the case of an unaccompanied youth), the youth is provided with a written explanation of any decisions related to the school selection or enrollment made by the school, the School Division or the Virginia Department of Education, including the rights of the parent, guardian, or student to appeal the decision;

the student, parent, or guardian is referred to the Division's homeless liaison who carries 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 ensures that the youth is immediately enrolled in the school in which the youth seeks enrollment 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/Designee**

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/designee, shall provide a written decision to the Complainant including a statement of the reasons therefore.

If the parent/guardian continues to disagree with the decision, the parent will be asked to contact the Project Hope - Virginia, State Coordinator for a final appeal.

#### **Comparable Services**

Each homeless student is 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 English learners;

programs in career 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 is 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 is 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 must 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 are shared equally.

#### **Definitions:**

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

children and youths, including unaccompanied youths who are not in the physical custody of their parents, who

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, or transitional shelters; are abandoned in hospitals;

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

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 for the purposes of this policy because the children are living in circumstances described above.

The term “homeless student” also includes students who are experiencing trauma, lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the student or family member living with the student, including where the health and safety of children are jeopardized and who has no other safe residence and lacks resources to obtain other safe and permanent housing.

The term “migratory child” means a child who moved from one residence to another and from one school division to another in the preceding 36 months as a migratory agricultural worker or migratory fisher or with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.

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. Students enrolling in school for the first time will not have a school of origin and would be eligible to attend the school zoned for the area in which they now have primary nighttime residence.

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

**Adopted:**

**06/02/2010**

**Revised:**

**11/7/12, 10/4/17, 9/5/18. 3/6/2024**

**JEC – SCHOOL ADMISSIONS**

**JECA - ADMISSION OF RESIDENT CHILDREN**

**JHC – STUDENT HEALTH SERVICES AND REQUIREMENTS**

**JHCA – PHYSICAL EXAMINATIONS OF STUDENTS**

**JHCB – STUDENT IMMUNIZATIONS**

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**Hampton City Schools, Hampton, Virginia**

## **WHAT FAMILIES NEED TO KNOW...**

Children and youth who lack fixed, regular, and adequate housing have certain educational rights. Key tips for navigating your child's rights under the McKinney-Vento act are listed below. You do not need a permanent address to enroll your child in school. Your child cannot be denied school enrollment when school records or other enrollment documentation are not immediately available. Your child may be able to remain in the same school (school of origin) even if you move. You have the right to request transportation to the school of origin. If you and the school disagree about school enrollment, you may have the right to appeal. Your child automatically qualifies to participate in free school meals. Your child has the right to participate in federal, state, or local programs for which they are eligible.

Youth not accompanied by a parent or guardian and lacking fixed, regular, and adequate housing have these same rights.

When communicating with your child's school, make sure to ask about:

- School supplies
- Before and after school programs
- Tutoring and enrichment programs
- Summer school programs
- Preschool programs
- Contact information for community resources

Also, let the school know if your child needs special education, English language, or gifted programs.

If you move often, remember to:

- Keep a copy of birth certificates and school records accessible.
- Safeguard all health and immunization records.
- Have a reliable person keep a second copy of the child's birth certificate, school records, and health information.
- Enroll children in school as soon as possible.

Before you move, remember to:

Tell your child's teacher and principal that your child is moving and give them the new address. Let your McKinney-Vento liaison know if you want your child to stay in the school of origin. Ask for a copy of your child's school records, including immunizations. Contact your local McKinney-Vento liaison for more information.

**Address**  
**Project HOPE-Virginia**  
**William & Mary School of Education**  
**Post Office Box 8795**  
**Williamsburg, Virginia 23187-8795**

**Phone**  
**757-221-4002**  
**1-877-455-3412**  
**E-mail**  
**homlss@wm.edu**