

Hawkins County School District

2017-2018 McKinney-Vento Eligibility Assessment

Parent Declined

FORM A

The information on this form is required to meet the McKinney-Vento Homeless Assistance Act, Subtitle VII-B Title IX, Part A of the Every Student Succeeds Act. Under federal law as student may qualify for services under the McKinney-Vento Act if he/she is living in certain situations. The answers you give will help the school determine the services the student may be eligible to receive. The student will not be discriminated against based upon the information provided, and **the information you provide is confidential.**

School _____ Date _____

Student Name _____ Date of Birth _____
(Last) (First) (Middle)

Parent/Guardian Name _____ Phone _____

Student's current address _____
(Street number and name) (Zip code)

1. Where is the student currently living?
- In a hotel/motel - name of hotel/motel: _____
 - In a shelter/transitional housing program - name of program: _____
 - With a relative or friend (family does not have housing)
 - In a location not designed for sleeping such as a car, park or campsite
 - In housing that is inadequate (i.e. no electricity, running water, etc.)
 - Other situation - **please explain:** _____

2. Why is the student living in the above situation?
- Loss of housing due to eviction/foreclosure
 - Asked to leave by parent/guardian
 - Domestic violence
 - Natural disaster (fire, flood, tornado, etc.)
 - Financial hardship (lost job, rent too high, behind on bills, unable to pay deposits for own housing, etc.)
 - Other - **please explain:** _____

3. With whom does the student currently live?
- Parent(s)
 - A friend or relative who is a legal guardian—name and number: _____
 - A friend or relative who is not a legal guardian - name and number: _____

4. How long has the student lived at this residence? _____

5. What was the last address where the student or family had housing of their own? _____

6. What is the student's or family's mailing address? _____

My signature below affirms that the information provided on this form is true and accurate to the best of my knowledge or belief. I understand that enrolling a child in a Tennessee public school under false pretense is punishable by law.

(Signature of Parent/Guardian or Person Enrolling the Student)

(Relationship to student)

(Date)

HCS STAFF USE ONLY: MCKINNEY-VENTO ELIGIBILITY DETERMINATION

____ Student **MEETS** the McKinney-Vento requirements and **QUALIFIES** as a student in transition. (Please continue with FORMS)

____ Student **DOES NOT MEET** the McKinney-Vento requirements and **DOES NOT QUALIFY** as a student in transition.

(Signature of School District Employee)

(School/Enrollment Center)

(Date)



School Staff—Email form to april.couch@hck12.net or fax to 423-921-9621 File the original in the student's school record.

Student Name _____ School _____

SCHOOL SELECTION

Students who qualify for services under McKinney-Vento Act have two choices for school selection. Students may enroll in the zoned school for their temporary address or they remain in the last school they attended or were attending at the time they lost housing. Please select one option below for this student.

- I would like to enroll this student in the zoned school for our temporary address.
- I would like for this student to remain in his/her current school even though we are now living in another school zone.

School name: _____ Last date attended: _____

****The McKinney-Vento School of Origin and Transportation Request Form (Form C) must be completed for all students who select the option to remain in their current school.****

CURRENT NEEDS AND CONCERNS

The HCS Family Resource Center can provide assistance with the items listed below. Information on housing programs and other community resources will be provided upon request. Please select the services below that would be helpful to you and will make referrals to those school resources.

- Academic/school performance concerns
- Attendance issues
- Backpack and school supplies
- Food assistance (weekend food packs for students)
- Standard school attire, **size information must be provided** Circle one: Boys Girls Juniors Men Women

Pants/shorts size: _____ Shirt size _____

SIBLING INFORMATION

If the student has siblings who live in the same situation, please list their information below. Please include school-age children as well as infants, toddlers and preschool age children.

Name: _____ Birth date: _____ School: _____

Name: _____ Birth date: _____ School: _____

Name: _____ Birth date: _____ School: _____

Name: _____ Birth date: _____ School: _____

SIGNATURES

My signature below indicates that I have received a copy of my rights under the McKinney-Vento law and the information has been explained to me.

(Signature of Parent/Guardian or Person Enrolling the Student)

(Relationship to student)

(Date)



School Staff—Email form to april.couch@hck12.net or fax to 423-921-9621. File the original in the student’s school record.

Based on the information that has been provided to the school, the following determination has been made:

Student Name _____ School _____

- MEETS the McKinney-Vento requirements for a student in transition and QUALIFIES for services under the FRC Families in Transition program for the 2017-18 school year.
- DOES NOT MEET the McKinney-Vento requirements for a student in transition and DOES NOT QUALIFY for services under the FRC Families in Transition program for the 2017-18 school year because the student has housing that is fixed, regular, and adequate at this time.

(Signature of School District Employee)

(School/Enrollment Center)

(Date)

In the event that a school, student or parent/guardian wishes to dispute the decision of this student's eligibility, please complete the McKinney-Vento Eligibility Dispute Form and fax to (423) 272-2207 (ATTENTION: April Couch). Eligibility decisions are valid for one school year only and new paperwork must be completed each school year to determine continued eligibility.

NOTE TO STUDENTS AND FAMILIES WHO DO QUALIFY FOR SERVICES:

- You will be asked to complete additional paperwork at this time so you can receive services for the FRC Families in Transition program.
- You must complete **Forms A and B** for every student you have in school in order for him/her to receive services.
- You will receive a PARENT PACK folder that explains your rights under the McKinney-Vento law. Please keep this folder for your future reference.
- Students and families must complete new McKinney-Vento Eligibility paperwork every year in order for the school district to make an eligibility decision. Eligibility does not carry-over from one year to the next.
- The FRC Families in Transition program will provide assistance with the needs identified on your form (backpacks, food, clothing, and other referrals) but we do not routinely contact parents/guardians or youth by phone. If you have any questions about services that might be helpful to you, please contact your child's school or the FRC Families in Transition program at (423) 272-7629, ext. 2056.

Under the McKinney-Vento Act the school of origin is defined as the school attended when permanently housed or the school in which the student was last enrolled.

According to HCS Policy 6.503 students who qualify for services under the McKinney-Vento Act may remain in their schools of origin. School placement decisions consider 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 children and youth, giving priority to the request of the child’s or youth’s parent or guardian or (in the case of an unaccompanied youth) the youth.

Potential best interest considerations include:

- Attendance record and truancy issues
- The age of the child or youth
- The distance of a commute and the impact it may have on the student’s education
- Personal safety issues
- A student’s need to special instruction (special education and related services)
- The length of anticipated stay in a temporary shelter or other temporary location
- The time remaining in the school year
- School placement of siblings

SCHOOL OF ORIGIN REQUEST — Only available to qualified transition students requesting to remain at an out of zone school.

Student Name _____ Date of Birth _____
(Last) (First) (Middle)

Parent/Guardian Name _____ Phone _____

Student’s current address _____

School of origin: _____ Zoned School: _____

TRANSPORTATION OPTIONS — Only available to qualified transition students requesting to remain at an out of zone school.

Please select the transportation option that is best for your situation.

- OPTION 1: Mileage reimbursement - Students or families provide their own transportation. Reimbursement checks are issued at the end of every month based on the number of days the student attended school and the distance traveled. Parents must confirm their living situation at the end of each month before a check can be issued.
- OPTION 2: HCS school bus - Students will be assigned to school busses that run outside of the normal school zone boundaries. Requests are submitted by the FRC Families in Transition program to the Transportation Department. Once drivers are assigned they contact the family or student with pick-up times. Requests typically take 3-5 days to be routed. Requests will be filled at the availability of busses.
- OPTION 3: No transportation assistance is needed at this time.

(Signature of Parent/Guardian or Person Enrolling the Student)

(Phone Number)

(Date)



School Staff—Email form to april.couch@hck12.net or fax to 423-921-9621. File the original in the student’s school record.

Student Name _____

The request for the above named student to remain at _____ School

IS APPROVED

IS NOT APPROVED due to the following reason(s):

_____ The student has not attended the school long enough to qualify for school of origin

_____ There are concerns related to _____ that indicate remaining at the school is not in the student's best interest at this time.

(Signature of School District Employee)

(School/Enrollment Center)

(Date)

In the event that a school, student or parent/guardian wishes to dispute the decision of this student's eligibility, please complete the McKinney-Vento Eligibility Dispute Form and fax to (423) 921-9621 (ATTENTION: April Couch). Eligibility decisions are valid for one school year only and new paperwork must be completed each school year to determine continued eligibility.

NOTE TO STUDENTS AND FAMILIES WHO ARE APPROVED TO REMAIN IN THEIR SCHOOL OF ORIGIN:

- You will be asked to complete the McKinney-Vento School of Origin and Transportation Request Form (FORM C) at this time so the FRC Families in Transition program can review your transportation and work on those arrangements.
 - MILEAGE REIMBURSEMENT - Students or families will receive a mileage reimbursement form that must be completed and returned within five days of the last day of each month for processing. Reimbursement checks are issued at the beginning of every month based on attendance for the previous month and the distance traveled. Parents must confirm their living situation at the end of each month before a check can be issued.
 - HCS SCHOOL BUS - Requests are submitted by the FRC Families in Transition program to the Transportation Department. Once drivers are assigned they contact the family or student with pick-up times. Requests typically take 3-5 days to be routed. Requests will be filled at the availability of busses.
- Students can remain at their school of origin for this school year as long as that continues to be in their best interest. Regular school attendance is one of the primary factors used in reviewing best interest so you need to contact the FRC Families in Transition program office at (423) 272-7629, ext. 2056 if your transportation needs change at any point during the year.
- Attendance will be reviewed at the end of every quarter. If attendance is not satisfactory or there are excessive tardies or early dismissals then the student will have to transfer to his/her zoned school.
- Students and families must complete new paperwork every year in order for the school district to make an eligibility determination and decision about school placement. Eligibility and school placement decisions do not carry over from one year to the next.

HAWKINS COUNTY SCHOOLS

Homeless Education Advisory: Appeal of School Enrollment Decision

You should complete this form if you are a *parent, guardian or unaccompanied youth* who disagrees with a school enrollment decision. The District Homeless Education Liaison will assist you with this form, and may take the information verbally if you wish. **Form must be completed and submitted to the Homeless Liaison within two (2) days of enrollment decision.**

Date: _____

Parent/Guardian: _____

Student(s): _____

Phone #: _____

I wish to appeal the enrollment decision made by: _____

School: _____ District: _____

I have been provided with the following:

- a copy of the School / District Notification of Enrollment Decision and the Hawkins County Dispute process; and
- contact information for the district Homeless Education Liaison and the Tennessee Department of Education Office for Education of Homeless Students.

I disagree with the enrollment decision for the following reason(s):

April Couch, *District Homeless Liaison*
Phone: (423) 272-7629 ext. 2056
Fax: (423) 921-9621
Email: april.couch@hck12.net

Justin C. Singleton, *State Program Coordinator*
Phone: (615) 253-3101
Fax: (615) 253-5705
Email: Justin.Singleton@tn.gov

Signature: _____ Date: ____/____/____