

## I. **Procedures: Definitions**

- A. **Enroll and Enrollment:** includes attending classes and participating fully in school activities.
- B. **Homeless Children and Youth:** means children and youth twenty-one (21) years of age and younger who lack a fixed, regular, and adequate nighttime residence, including children and youth who:
1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
  2. Are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations.
  3. Are living in emergency or transitional shelters.
  4. Are abandoned in hospitals.
  5. 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.
  6. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
  7. Are migratory children living in the above described circumstances.
- C. **School of Origin:** means the school that a homeless child or youth attended when permanently housed or the school in which the homeless child was last enrolled. School of origin may include preschool administered by the district and, when a homeless child or youth completes the final grade level served by the school of origin, school of origin also includes the designated receiving school at the next grade level for all feeder schools.
- D. **Unaccompanied Youth:** means a homeless child or youth not in the physical custody of a parent or guardian.

## **II. Homeless Liaison**

LEARN's homeless liaison is Kate Ericson, LEARN Associate Executive Director.

The duties of the Homeless Liaison include:

1. Ensuring that homeless children and youth are identified by school personnel and through outreach and coordination with other entities and agencies.
2. Ensuring that homeless children and youth enroll in, and have full and equal opportunity to succeed in, the District's schools, including ensuring that such homeless children and youth have opportunities to meet the same challenging State academic standards as other children and youths.
3. Ensuring that homeless families, children, and youths receive educational services for which such families, children and youth are eligible, including services through Head Start and Even Start, early intervention services under Part C of the Individuals with Disabilities Education Act and preschool programs administered by the district.
4. Ensuring that parents and guardians of homeless children and youth receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services.
5. Ensuring that parents and guardians of homeless children and youth are informed of educational and related opportunities available to their children, including extracurricular activities, and are provided with meaningful opportunities to participate in the education of their children.
6. Ensuring that public notice of the educational rights of homeless children under the McKinney-Vento Act is disseminated in locations frequented by parents, guardians, and unaccompanied youth in a manner and form that is understandable to them.
7. Ensuring that enrollment disputes are mediated in accordance with the McKinney-Vento Act, including carrying out the initial dispute resolution process and ensuring that homeless students are immediately enrolled pending resolution of any enrollment dispute..

8. Ensuring that parent(s)/guardian(s) of homeless children and youth or unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted accessing those services.
9. Assisting homeless children and youth in enrolling in school and accessing school services and removing barriers to enrollment and retention due to outstanding fees, fines or absences.
10. Informing parent(s)/guardian(s) of homeless children and youth, school personnel, and others of the rights of such children and youth.
11. Assisting homeless children and youth who do not have immunizations or immunization/medical records to obtain necessary immunizations or immunization/medical records.
12. Assisting unaccompanied youth in placement/enrollment decisions, including considering the youth's wishes in those decisions, and providing notice to the youth of his or her right to appeal such decisions.
13. Ensuring that high school age homeless children and youth receive assistance from counselors to advise such youths on preparation and readiness for college, including informing such children and youths of their status as independent students under the Higher Education Act of 1965 and that they may obtain assistance from the district to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA).
14. Ensuring collaboration with community and school personnel responsible for providing education and related support services to homeless children and youth.
15. Collaborating with and participating in professional development and technical assistance activities offered by the State Office of the Coordinator for the Education of Homeless Children and Youth.
16. Ensuring that school personnel providing services to homeless children and youths receive professional development and other technical assistance activities regarding the McKinney-Vento Act.
17. Ensuring that unaccompanied youth are enrolled in school and that

procedures are implemented to identify and remove barriers that prevent them from receiving credit for full or partial coursework satisfactorily completed at a prior school, in accordance with State, local, and school policies.

18. With appropriate training, affirming that a child or youth who is eligible for and participating in a program provided by the District, or the immediate family of such a child or youth, is eligible for homeless assistance programs administered under Title IV of the McKinney-Vento Act.

### **III. Enrollment of Homeless Children and Youth**

A. Enrollment of homeless children and youth may not be denied or delayed due to the lack of any document normally required for enrollment. However, administrators shall require the parent/guardian to provide contact information prior to enrollment.

B. To facilitate enrollment administrators:

1. May permit parents/guardians of homeless children and youth to sign affidavits of residency to replace typical proof of residency.
2. May permit unaccompanied youth to enroll with affidavits to replace typical proof of guardianship.
3. Shall refer parent/guardian/unaccompanied youth to the Liaison who will assist in obtaining immunizations.
4. Shall contact previous schools for records and assistance with placement decisions.
5. Shall maintain records so that the records are available in a timely fashion when the student enters a new school or school district.

### **IV. School Selection**

A. Standards for School Selection

1. The District is required to make a determination as to the best interests of a homeless child or youth in making a determination as to the appropriate school of placement.
2. In making such a determination, the District is required to keep a homeless child

or youth in his/her school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year, to the extent feasible, unless it is against the wishes of the parent or guardian. Otherwise, the homeless child or youth shall be enrolled in a public school that non-homeless students who live in the area where the child or youth is actually living are eligible to attend.

3. The district must presume that keeping the homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or in the case of an unaccompanied youth, the youth. In considering the child's or youth's best interest, the District must consider student-centered factors related to the child's or youth's best interest, giving priority to the request of the parent or guardian or unaccompanied youth.

#### B. Procedures for Review of School Selection Recommendation

1. The Principal or his/her designee of the school in which enrollment is sought review an enrollment request in accordance with the standards discussed above, and shall make an initial recommendation regarding same. If the Principal or his/her designee's recommendation is to select a placement other than the school desired by the parent(s) or guardian(s) of the homeless child or youth or the unaccompanied youth, then the Principal or his/her designee shall refer the matter to the Superintendent or his/her designee for review of the recommendation and the reasons therefor, and shall notify the District's Homeless Liaison of same.
2. The Superintendent or his/her designee shall review the matter and consult with the District Homeless Liaison concerning same. If the Superintendent or his/her designee agrees with the recommendation of the Principal or his/her designee, and a dispute remains between the District and the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth about a school selection and/or enrollment decision; the Superintendent or his/her designee shall provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a written explanation of the District's decision regarding this matter, and the right to appeal such decision to the Board of Education.

#### C. Dispute Resolution Process

1. The District's Homeless Liaison shall be responsible for promoting objective

and expeditious dispute resolutions, and adherence to these administrative regulations.

2. If the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth disputes the school placement decision or enrollment, the District must immediately enroll the homeless child or youth in the school in which enrollment is sought, pending resolution of the dispute. The homeless child or youth shall also have the right to all appropriate educational services, including transportation to and from the school in which enrollment is sought, while the dispute is pending.
3. If necessary, the District Homeless Liaison shall assist parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with completion of the necessary appeal paperwork required to file for an appeal to the Board of Education, and provide the parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth with a copy of Section 10-186(b).
4. Within ten (10) days of receipt of an appeal to the Board of Education by a parent(s) or guardian(s) of a homeless child or youth or an unaccompanied youth, the District shall hold a hearing before the Board of Education concerning such appeal, and such hearing shall be conducted in accordance with Section 10-186(b).
5. If the Board of Education finds in favor of the Superintendent or his/her designee, a parent or guardian of a homeless child or youth or unaccompanied youth may appeal the Board of Education's decision to the State Board of Education within twenty (20) days of receipt of the Board of Education's written decision, in accordance with Section 10-186(b). If necessary, the District Homeless Liaison shall assist a parent or guardian of a homeless child or youth or unaccompanied youth with filing the necessary appeal paperwork to the State Board of Education. The homeless child or youth or unaccompanied youth shall remain in his or her school of origin pending resolution of the dispute, including all available appeals.

## **V. Services**

- A. Homeless children and youth shall be provided with services comparable to those offered other students in the selected school including:
  1. Title I services or similar state or local programs, educational programs for students with disabilities, programs for students with limited English proficiency, and preschool programs.
  2. Transportation services.

3. Vocational and technical education.
  4. Programs for gifted and talented students.
  5. School nutrition programs.
  6. Before and after school programs.
- B. The District shall coordinate with local social service agencies, other service providers, housing assistance providers and other school districts to ensure that homeless children and youth have access and reasonable proximity to available education and support services.

## **VI. Transportation**

- A. The District shall provide transportation comparable to that available to other students.
- B. Transportation shall be provided, at a parent or guardian's request, to and from the school of origin for a homeless child or youth. Transportation shall be provided for the entire time the child or youth is homeless and until the end of any academic year in which they move into permanent housing. Transportation to the school of origin shall also be provided during pending disputes. The Liaison shall request transportation to and from the school of origin for an unaccompanied youth. Parents and unaccompanied youth shall be informed of this right to transportation before they select a school for attendance.
- C. To comply with these requirements:
1. Parents/guardians, schools, and liaisons shall use the district transportation form to process transportation requests.
  2. If the homeless child or youth is living and attending school in this District, the District shall arrange transportation.
  3. If the homeless child or youth is living in this District but attending school in another, or attending school in this District and living in another, the District will follow the inter-district transportation agreement to determine the responsibility and costs for such transportation. If there is no inter-district transportation agreement, the District shall confer with the other school district's Homeless Liaison to determine an apportionment of the responsibility and costs.
  4. If no mutually agreeable arrangement can be reached, then the District shall:

- a. arrange transportation immediately;
- b. bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth; and
- c. ensure that such disputes do not interfere with the homeless child or youth attending school.

## **VII. Contact Information**

Local Contact: for further information, contact: Kate Ericson  
Deputy Executive Director  
LEARN 44 Hatchetts Hill Road  
Old Lyme, CT 06371  
(860) 434-4800

State Contact: for further information or technical assistance, contact:  
Louis Tallarita, State Coordinator  
Connecticut Department of Education 25 Industrial Park Road  
Middletown, CT 06457-1543  
(860) 807-2058

### Legal Reference:

#### State Law:

10-253(e) School privileges for children in certain placements, non resident children and children in temporary shelters.

#### Federal Law:

The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. §§ 11431 et seq., as amended by Every Student Succeeds Act, Pub. L. 114-95

**SAMPLE NOTIFICATION OF DECISION TO APPEAL EDUCATIONAL PLACEMENT**

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth when a dispute arises. If you need assistance in preparing this form, you may meet with the District Liaison \_\_\_\_\_, who can be reached at \_\_\_\_\_

Person completing form: \_\_\_\_\_

Relation to Student: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am requesting a Board of Education Hearing under Section 10-186 of the Connecticut General Statutes to appeal the enrollment decision made by the Berlin Board of Education, [Name of School]. I have been provided with a written explanation of the District's decision, contact information for the District's homeless education liaison, and a copy of the Dispute Resolution Process under Connecticut General Statutes Section 10-186.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Optional. You may also include a written explanation to support your appeal in the space below or provide your explanation verbally to the District Liaison.

**SAMPLE NOTIFICATION OF HEARING REGARDING ENROLLMENT DISPUTE**

[Month] –, 20

**VIA HAND DELIVERY AND U.S. MAIL**

[Insert Name of Parent]

[Insert Home Address]

*Re: Educational Placement*

Dear [Name of Parent]:

You have requested a hearing before the \_\_\_\_\_ Board of Education regarding the educational placement of your child(ren), [insert name(s) of student(s)] at [name of school]. The

\_\_\_\_\_ Board of Education will conduct a hearing regarding your claim on [date] at [time]. The hearing will be held at the offices of the \_\_\_\_\_ Board of Education, which are located at \_\_\_\_\_

The hearing will be conducted in accordance with the provisions of Section 10-186 of the Connecticut General Statutes, a copy of which is enclosed. The hearing will be conducted in executive session, and the Board of Education will make either a tape recording or a stenographic record of the hearing. You may be represented by counsel or by an advocate, at your expense, if you so desire; however, you may qualify for free legal services. To inquire about free legal assistance, please call Statewide Legal Services at 1-800-453-3320.

Please contact the District Liaison/Supervisor of Special Education, if you have any questions.

Sincerely,

[Name]

Superintendent of Schools

*cc: [Superintendent of Schools in which enrollment is sought, if appropriate]*

**STUDENT RESIDENCY AFFIDAVIT**  
**Board of Education**

Name of student: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Name and Location of School Last Attended: \_\_\_\_\_

I, \_\_\_\_\_ declare and affirm as follows:

I am of legal age and believe in the obligations of an oath.

I am the parent/legal guardian/caregiver of \_\_\_\_\_ (name of student) who is of school age and is seeking admission to \_\_\_\_\_ [School District].

Since \_\_\_\_\_ (date), \_\_\_\_\_ (name of student) has not had a permanent home. He/she is currently staying at \_\_\_\_\_ (may list multiple addresses, if applicable). He/she has been staying there since \_\_\_\_\_ (date).

This location is:

- \_\_\_\_\_ shelter
- \_\_\_\_\_ motel/hotel
- \_\_\_\_\_ campsite
- \_\_\_\_\_ shared housing with other persons
- \_\_\_\_\_ other \_\_\_\_\_

If the location is shared housing with other persons, please specify the reason why the student is living in such housing: \_\_\_\_\_

Prior to staying at this location, the student was staying at \_\_\_\_\_

From \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

I regularly receive my mail at: \_\_\_\_\_

I am currently staying at the following address( es): \_\_\_\_\_

I plan to stay at this/these location(s) until: \_\_\_\_\_ (date).

I can be reached at the following telephone number: \_\_\_\_\_.

I can be reached for emergencies at: \_\_\_\_\_.

I authorize school district officials to contact:

\_\_\_\_\_ (case worker/shelter staff/other) at: \_\_\_\_\_

to obtain further information in order to verify the information contained in this affidavit and in order to coordinate necessary services for the student.

I declare under penalty of perjury under the laws of Connecticut that the information provided is true and correct and of my own personal knowledge. I understand that giving false or otherwise untrue information on this form could result in a criminal charge of perjury being brought against me.

AFFIANT,

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Print Name of Affiant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_, NOTARY PUBLIC

**AFFIDAVIT FOR MISSING ENROLLMENT DOCUMENTATION**

[District]

I, \_\_\_\_\_, being duly sworn upon oath and based on my personal knowledge hereby state and affirm the following information regarding [name of student's] missing enrollment documentation for the following:

- \_\_\_\_\_ Proof of residency
- \_\_\_\_\_ Proof of guardianship
- \_\_\_\_\_ Proof of identity
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Immunization Record
- \_\_\_\_\_ School Health Record
- \_\_\_\_\_ School Records

I am of legal age and believe in the obligations of an oath.

I am unable to present a copy of the document(s) requested above for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

The name and location of the last school the student attended is:

\_\_\_\_\_  
\_\_\_\_\_

I understand that I must obtain the necessary immunization and health records and provide a copy to the District, I understand that the Homeless Liaison is available to assist me in obtaining any such immunization or health records.

The Homeless Liaison is: \_\_\_\_\_ and can be reached at: \_\_\_\_\_

AFFIANT,

\_\_\_\_\_  
Signature of Affiant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC