



LOWNDES COUNTY
School District
CALEDONIA • NEW HOPE • WEST LOWNDES • CAREER TECH

2024-2025

Homeless Procedures

Education of Homeless Children and Youth

EDUCATION FOR HOMELESS CHILDREN AND YOUTH

Homeless students in the district will have access to the education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized nor segregated on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school of origin as requested by the parent and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students, provided no state law is violated.

The superintendent or designee will produce written guidelines for distribution to each school that explains the rights of homeless students and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information shall also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and students, the public, and homeless service providers.

DEFINITIONS

For the purposes of this policy, children are deemed to be homeless under the following conditions:

- A. means individuals who lack a fixed, regular, and adequate nighttime residence and
- B. Includes
 - 1. children and youth who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
 - 2. children and youth who 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;
 - 3. children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - 4. children and youth who are migratory children who live in one of the above circumstances

EDUCATIONAL RIGHTS

Under the McKinney-Vento Act, children in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there
- Attend either the local school or the school of origin, if this is in their best interest; the school of origin is the school the child attended when he/she was permanently housed or the school in which the child was last enrolled.
- Receive transportation to and from the school of origin.
- Enroll in school immediately, even if missing records and documents normally required for enrollment such as birth certificate, proof of residence, previous school records, or immunization/medical records.
- Enroll, attend classes, and participate fully in all school activities while the school arranges for the transfer of records.
- Have access to the same programs and services that are available to all other students including transportation and supplemental education services.

Attend school with children not experiencing homelessness; segregation based on a student's status as homeless is prohibited

SERVICES TO BE PROVIDED

1. Pursuant to and in compliance with the requirements of the Stewart B. McKinney Homeless Assistance Act of 1990, 42USC11431, it shall be the policy of this school district, to the extent practicable under requirements relating to education established by state law, that each eligible child of a homeless individual and each eligible homeless youth will have access to a free appropriate education comparable to the education provided the children of district residents who are non-homeless, without isolation or stigma.
2. The placement of an eligible homeless child or youth will be made according to Policy JBCCA Assignment of Pupils, and will take into consideration the best interests of the homeless child or youth and placement requests made by a parent.
3. The choice of placement in either the "school of origin" or the school serving the "place of abode" will take place regardless of whether the child or youth is living with the homeless parent(s) or has been temporarily placed elsewhere by the parent(s).
4. Provided the homeless child or youth meets eligibility criteria, he/she will be provided transportation services; compensatory education programs for the disadvantaged; educational programs for the handicapped and for students with limited English proficiency; programs in vocational education; programs for the gifted and talented; and school meals programs.
5. Any and all records ordinarily kept by this school district, including immunization records, academic records, birth certificates, guardianship records, evaluations for special

services and programs shall be kept on homeless children and youth and shall be forwarded in a timely fashion should a child or youth enter a new school or school district; and in a manner consistent with S1232g of Title 20.

6. Should this school district receive assistance un S11432 of the Act, it shall coordinate with local social service agencies and other agencies or programs providing services to such children or youth and their families.
7. Should this school district receive assistance under S11432 of the Act, it shall designate a homelessness liaison to insure that homeless children and youth enroll in and succeed in the schools of their district; and, homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services.
8. The homelessness liaison shall inform school personnel, service providers and advocates working with homeless families of the duties of the liaison.
9. This school district has and will continue to review and revise, to the extent practicable under the requirements relating to education established by state law, any policies that may act as barriers to the enrollment of homeless children and youth in schools selected in accordance with paragraphs 2, 3 and 4 above.
10. In reviewing and revising such policies, to the extent practicable under the requirements relating to education established by state law, consideration shall be given to issues concerning transportation, requirements of immunization, residency, birth certificates, school records, or other documentation and guardianship.
11. Disputes which may arise regarding the assignment of a homeless child or youth will be promptly resolved according to the provisions of Policy JBCCA Assignment of Pupils. Other issues or disputes will be directed to the attention of the school official responsible for that particular matter for prompt resolution. If this dispute cannot be resolved locally, any aggrieved party may make written request for a review of the matter to:

Coordinator of the Homeless Program
Mississippi Department of Education
P. O. Box 771
Jackson, MS 39205

**McKinney-Vento Homeless Assistance Act
Education for Homeless Children and Youth Program
Flowchart**

1. If a parent, guardian, or caregiver comes to enroll their child(ren) at school and states they are homeless, have the parent, guardian, or caregiver complete the **McKinney-Vento Statement of Initial Contact (MV1)**, and if they are missing documentation have them to complete the **Missing Enrollment Documentation form (MV2)**.

OR

If you are made aware of a student in a housing situation that may qualify for homeless, the counselor or Person referring student will complete the **McKinney-Vento Statement of Initial Contact (MV1)**.

2. The Counselor or Person referring student will complete the **Student Identification for Referral and Eligibility Form (MV3)**.
3. The Counselor or Person referring student will send both the **McKinney-Vento Statement of Initial Contact (MV1)**, **Student Identification for Referral and Eligibility (MV3)**, and **Missing Enrollment Documentation Form (MV2)** (if applicable) to the Federal Programs Director.
4. The District Homeless Liaison will send a **McKinney-Vento Student Referral Letter (MV4)** home to the parents, guardians, or caregivers of the referred student.
5. The District Homeless Liaison will complete a **Parent Interview (MV5)** prior to determination of eligibility.
6. The District Homeless Liaison will send a **School Notification of McKinney-Vento Eligibility (MV6)(a) or (MV6)(b)** to the school counselor.
7. The District Homeless Liaison will send **Parent Notification of McKinney-Vento Eligibility (MV7)** and supporting resources to the parent, guardian, or caregiver of the referred child.

Supporting Resources eligible students

- **Parent Information Letter (MV8)**
- **McKinney-Vento Brochure**
- **List of Local Agencies**

Supporting Resources non-eligible students

- **Dispute Procedures**

8. The following forms will be completed on each Homeless student:
 - **Homeless Services and Barrier (MV9)**
 - **Student Observation (MV10)** (1 each nine weeks)
 - **McKinney- Vento Student Academic Portfolio (MV11)**



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McKinney-Vento Statement of Initial Contact

Please provide a brief statement regarding your special situation for enrolling the student under the McKinney-Vento Act.

Examples:

- The student is in my care and not with a legal parent or guardian because....
- I do not have permanent housing in my name because....
- I am living with a relative or friend because...

List the name(s) and grade(s) of the student(s) you are enrolling/referring:

Student Name(s)

Grade(s)

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Signature

Date

MV1



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McKinney-Vento Missing Enrollment Documentation

(Only complete if a student is registering with missing documentation)

Student Name: _____

Name of Person Completing Form: _____

Relationship to Student: _____

School District/Building: _____

Indicate which documents are missing:

_____ Proof of residency	_____ Immunization record(s)
_____ Proof of guardianship	_____ School physical/health record(s)
_____ Proof of identity	_____ School record(s)
_____ Birth certificate	_____ 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. Please list the name, age, date of birth, and birthplace of the students being enrolled.
3. 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 of your, such as relatives, caregivers, social workers, etc.)

MV2(1 of 2)

4. 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?
5. Do you have your custody documentation?
6. Where is (are) the student(s) currently living? Include the address and type of housing.
6. Why are you unable to present a copy of the checked items?
7. In order to help the school district locate missing information for each of the students enrolling, please give the following information:

Last school attended (name of school, city or county, and state):

Clinic or medical facility where immunizations or medical treatment was received
(name of facility, city or county, and state):

Signature of Person Completing Form

Date

MV2 (2 of 2)



Title X Part C McKinney-Vento Homeless Assistance Act Education for Homeless Children and Youth Program

Student Identification for Referral and Eligibility Form

School: _____ **Referral Date:** _____ **Person making referral:** _____

Section 1. Student Information – Fill in all blanks, if possible.

Student's Name: _____ MSIS # _____

Current Age: _____ Current Grade: _____ Sex: _____ Race: _____ Unaccompanied Youth: _____ Yes _____ No

Parent's / Guardian's/ Caregiver's Name: _____ Caregiver: _____ Yes _____ No

Mailing Address: _____

Home Phone #: _____ Work Phone #: _____

Section 2. 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.
(lacks or has inadequate utilities, excessive holes in floors, cardboard walls, mold, mildew, etc.)

_____ Parent / guardians are migrant workers.

_____ Child / family resides in temporary shelter or hotel/motel.
(runaway, throwaways, domestic violence, substance abuse, eviction, etc.)

_____ Child / family resides with relatives or friends temporarily.
(i.e. job, housing, or other income loss, "doubling up")

_____ Child / family resides in non-/sub-standard domiciles or "on the streets."
(i.e. tents, vehicles, abandoned buildings)

_____ Child / family has a primary nighttime residence in a supervised publicly / privately operated shelter.
(shelters, transitional housing, transient / welfare hotels, etc.)

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

_____ Other (please specify) _____



McKinney-Vento Student Referral Letter

Date: _____

Dear Parent or Guardian:

Your child, _____, who is enrolled at _____, was referred to my office to determine eligibility for assistance under the McKinney-Vento Act. Your child may be eligible for assistance under this program.

Under the McKinney-Vento Act, the following services are available for your child.

- Transportation to and from school
- School fees for activities, fieldtrips, and other school related fees
- Basic school materials and clothing
- Academic tutoring
- School breakfast and lunch with no charge
- Assistance for parent or guardian in getting documents for enrollment
- Referral to other service agencies
- Immediate enrollment in the school they last attended or the local school where they are currently staying even if they do not have all of the documents normally required at the time of enrollment without fear of being separated or treated differently due to their housing situations;
- Although you may attain permanent housing within 12 months, your child is protected under the McKinney-Vento Assistance Act for the academic school year that he or she is eligible for services.

In order to complete your paperwork to determine your eligibility, please call me at (662) 244-5062. Thank you very much.

Sincerely,

Christina Shumpert
Homeless Liaison

MV4



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McKinney-Vento Homeless Assistance Act
Education for Homeless Children and Youth

McKinney-Vento School Eligibility Notification

Date: _____

School: _____

The following homeless student referral has been reviewed and is approved for the 2024-2025 school year.

Student Name

MSIS Number

Once you receive this notification, please turn on the homeless indicator in SAMs.

Thank you for your assistance,

Christina Shumpert, Homeless Liaison

Dr. Kristie Jones, Federal Programs Director

Homeless Liaison Use Only

MV6(a)



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McKinney-Vento Homeless Assistance Act
Education for Homeless Children and Youth

McKinney-Vento School Eligibility Notification

Date: _____

School: _____

The following homeless student referral has been reviewed and is ***not approved*** for the McKinney-Vento Homeless Education Program.

Student Name

MSIS Number

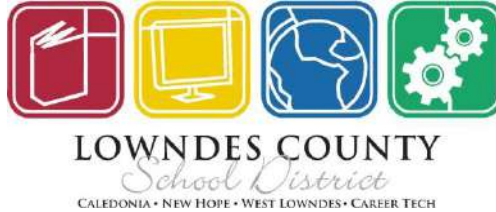
Thank you for your assistance,

Christina Shumpert, Homeless Liaison

Dr. Kristie Jones, Federal Programs Director

Homeless Liaison Use Only

MV6(b)



Parent Notification for McKinney-Vento Eligibility

Referral Date: _____ Referred by: _____

Parent/Guardian Name: _____

Address (if applicable): _____

Student Name: _____ Grade: _____ School: _____

_____ Your child **does** meet the qualifications of the McKinney-Vento Act and **is** eligible for services provided under this Act. Enclosed is a Parent Information Sheet about the McKinney-Vento Act, a list of Agencies, and a brochure for you to review.

_____ Your child **does not** meet the qualifications of the McKinney-Vento Act and **is not** eligible for services provided under this Act.

You have the right to appeal this decision by contacting the District's Homeless Liaison. Appeal forms are available upon request. Enclosed are the Homeless Education Dispute Resolution procedures.

Christina Shumpert
Homeless Liaison
662-244-5062

In addition:

- The student listed above has the right to enroll immediately in the requested school pending the resolution of the dispute.
- You may provide written or verbal communication(s) to support your position regarding the student's enrollment in the requested school. You may use the form attached to this notification.
- You may contact the State Coordinator for Homeless Education if further help is needed or desired. Contact information for the State Coordinator: 601-359-3499

MV7



McKinney-Vento Parent Information Letter

Dear Parent/Guardian:

The McKinney-Vento Homeless Children and Youth Program was designed to ensure that all homeless children and youth have equal access to the same free and appropriate public education as children and youth who are not homeless. This includes preschool education.

Your child has the right to:

- Go to school, no matter where you live or how long you have lived there;
- Stay in the school that he or she was attending before becoming homeless or the school he or she last attended, if that is your choice and it is feasible;
- If your child is assigned to a school not of your choosing, the school district must explain its decision in writing. You have the right to appeal the district's decision regarding the school to which your child has been assigned. Your child has the right to go to the school of your choice while the dispute is being resolved.
- Transportation to and from school
- School fees for activities, fieldtrips, and other school related fees
- Basic school materials and clothing
- Academic tutoring
- School breakfast and lunch with no charge
- Assistance for parent or guardian in getting documents for enrollment
- Referral to other service agencies
- Although you may attain permanent housing within 12 months, your child is protected under the McKinney-Vento Assistance Act for the academic school year that he or she is eligible for services.

You can help your child by:

- Making sure your child attends school every day;
- Reading to your child; even a few minutes a day makes a difference;
- Making education a family priority.
- Helping your child develop good study habits;
- Meeting with your child's teachers and other school personnel.

Please feel free to contact me with any questions.

Sincerely,

Christina Shumpert
Homeless Liaison
662-244-5062

MV8



Homeless Services and Barrier Form

Student: _____ Date: _____

School: _____ Grade: _____

*Complete this form for all students referred as homeless. Check **only Services and Barriers** that apply to this student. Forward this form to **District Homeless Liaison**.*

Services

*Check **ALL** that apply

<input type="checkbox"/>	1. Addressing need related to domestic violence
<input type="checkbox"/>	2. Assistance with participation in school programs
<input type="checkbox"/>	3. Before, after school, mentoring summer programs
<input type="checkbox"/>	4. Clothing to meet school requirements
<input type="checkbox"/>	5. Coordination between schools and agencies
<input type="checkbox"/>	6. Counseling
<input type="checkbox"/>	7. Early childhood programs
<input type="checkbox"/>	8. Emergency assistance related to school attendance
<input type="checkbox"/>	9. Expedited evaluations

<input type="checkbox"/>	10. Obtaining or transferring records necessary for enrollment
<input type="checkbox"/>	11. Parent education related to rights and resources for children
<input type="checkbox"/>	12. Referrals for medical, dental, and other health services
<input type="checkbox"/>	13. Referral to other programs and services
<input type="checkbox"/>	14. School supplies
<input type="checkbox"/>	15. Staff and professional development and awareness
<input type="checkbox"/>	16. Transportation
<input type="checkbox"/>	17. Tutoring and other instructional support

Barriers

*Check **ALL** that apply

<input type="checkbox"/>	1. Eligibility for homeless services	<input type="checkbox"/>	5. School records
<input type="checkbox"/>	2. Immunizations	<input type="checkbox"/>	6. School selection
<input type="checkbox"/>	3. Other barriers	<input type="checkbox"/>	7. Transportation
<input type="checkbox"/>	4. Other medical records	<input type="checkbox"/>	

MV9



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**McKinney-Vento
Student Academic Portfolio**

Student Name: _____ Grade: _____

School: _____ School Year: _____ Eligibility Date: _____

ATTENDANCE

	Excused Absences	Unexcused Absences	Tardy
1 st Nine Weeks			
2 nd Nine Weeks			
3 rd Nine Weeks			
4 th Nine Weeks			
Total			

**See Attachments for Grade Reports*

MV11

Federally Declared Disaster: Parent Certification Form

This document is intended to identify student(s) who have been displaced due to recent weather events and to serve as acknowledgement of enrollment in a new school by the parent or legal guardian of the student. Parents must still complete the new school's enrollment procedures to the extent possible.

Entering School: _____

Student Information

Student Name: _____

Student Date of Birth: _____ 2021-22 Grade: _____

Student *would have otherwise* attended the following school for the 2021-2022 school year:

Name of the school: _____

Address of the school (county/city and state): _____

Has the student previously been enrolled in the school above? (Y/N) _____

Certification

As the parent or legal guardian of the student above, I acknowledge that I was treated fairly when seeking enrollment at my child's new school, and that I was made aware of the Mississippi Department of Education's State Homeless Coordinator (601-359-3499) for further assistance if needed.

I certify the information provided on this document is true and correct and of my own personal knowledge.

Signature: _____ Printed Name: _____ Date: _____

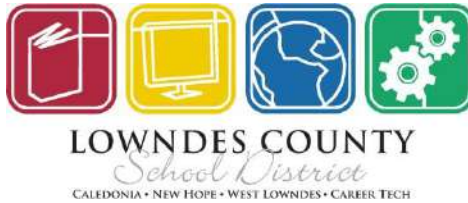
Address/Current Location: _____

Telephone: (_____) _____ Alternative Telephone (_____) _____

For Office Use Only

Information Verified by:

(print): _____ (signature) _____ Date: _____



Dispute Resolution Form – School

School Name: _____

School Address: _____ Phone: _____ Fax: _____

Student's Name: _____ I.D. #: _____ Grade: _____

Current Address: _____ Current Phone: _____

Parent/Guardian/Complaining Party's Name: _____

Relationship: _Parent_ _Guardian_ _Unaccompanied Youth_ _Other: _____

Current Address: _____ Current Phone: _____

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 the school of 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

Taken within _____ school day(s) after receiving notice of complaint.

Date District Homeless Liaison was notified of the dispute: _____

Action taken by principal to resolve the dispute:

Was the dispute resolved? ____ Yes ____ No Date: _____

Explanation:



Dispute Resolution Form – District

Student's Name: _____ I.D. #: _____ Grade: _____
School Name: _____

District's Action On Complaint

Taken within _____ school days after receiving notice of the complaint.

Did the District Homeless Liaison resolve this dispute? _____ Yes _____ No

If dispute was resolved: describe the actions taken by the Homeless Liaison to resolve the dispute to the satisfaction of parent/guardian:

If dispute was **not** resolved to the satisfaction of the parent/guardian: provide the date that the Homeless Liaison convened a meeting of the parties and briefly describe the outcome of this meeting:

Action taken by the school district to resolve the dispute (if necessary):

Was the dispute resolved? _____ Yes _____ No Date: _____

Explanation:



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Homeless Student Rights

Verification Sheet

Student's Name _____ School _____

Grade _____ School Year _____

School Enrollment Designee's Name _____

☐ **Student was given their rights upon identification**

Student's signature _____

School Enrollment Designee's signature _____

Date _____

☐ **Student consulted with School/Academic Counselor to collaborate and implement an Academic Plan or Career Plan (High School Student)**

Student's signature _____

School Enrollment Designee's signature _____

Date _____

☐ **Student was notified of their right to file independently on the FAFSA (College Enrollee)**

Student's signature _____

School Enrollment Designee's signature _____

Date _____



McKinney-Vento Parent Interview

This form is intended to address the requirements of the McKinney-Vento Act. The questions below are to assist in determining if the student meets the eligibility criteria for services provided under the McKinney-Vento Act.

Date: _____

School: _____

Student's Name: _____ Date of Birth: _____

MSIS # _____ Grade: _____ Age: _____

Parent's/Guardian's/Caregiver's Name: _____

Address: _____ Phone Number: _____

Is this address Temporary or Permanent? (circle one)

Where does the student reside / sleep at night? (Check all that apply.)

- _____ A house, apartment, mobile home, etc. with mother, father, or guardian.
- _____ Temporarily with more than one family in a house, mobile home, or apartment (because the family does not have a place of its own)
- _____ In a shelter
- _____ In a motel/hotel
- _____ In a car
- _____ At a campsite
- _____ In another location that is not appropriate for people (e.g., an abandoned building)
- _____ In an arrangement that is not fixed, regular, and adequate
- _____ Other (specify) _____

If you are living in shared housing, please check all of the following reasons that apply:

- _____ Loss of housing
- _____ Economic situation
- _____ Temporarily waiting for house or apartment
- _____ Providing care for a family member
- _____ Living with boyfriend/girlfriend
- _____ Loss of employment
- _____ Parent/Guardian is deployed
- _____ Other (Please explain) _____

Are you a student under the age of 18 and living apart from your parents or guardians? Yes / No

List the name, grade, and clothing size(s) of the student(s) you are enrolling:

Student Name(s)	Grade	Shirt Size	Pant Size	Shoe Size
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List the name(s), age(s), and Birthdate(s) of any preschool aged children (age 3-4)

Child's Name	Age	Birth Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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Student Observation Form

Student's Name: _____ Teacher: _____ School: _____
Grade: _____ Grading Period: _____ Date: _____

A. Subject Observed:

____ Reading ____ Mathematics ____ Physical Education ____ Art/Music/Careers
____ Spelling ____ Science ____ Social Studies ____ Free Time
____ Writing ____ Other _____

B. Instructional Techniques:

____ Whole class ____ Lecture ____ Hands-on activities
____ Small group ____ Cooperative learning ____ Pencil/paper
____ One-to-one ____ Team teaching ____ Silent reading (SSR)
____ Independent ____ Student lead instruction ____ Technology-driven
____ Additional techniques used _____

C. Student Academics:

____ Comprehends orally ____ Poor handwriting ____ Disorganized work habits
____ Reversal of letters ____ Difficulty copying from board ____ Understands current instruction
____ Limited word identification ____ Poor math calculation ____ Difficulty with facts/details
____ Struggling with fluency ____ Weak phonics ____ Difficulty in oral expression
____ Difficulty with passage comprehension ____ Communicates well ____ Weak phonemic awareness
____ Limited problem-solving skills
____ Other academic observations _____

D. Student Behaviors:

____ Attentive to task ____ Difficulty copying from board ____ Withdrawn
____ Sits quietly ____ Demands excessive attention ____ Talks out of turn
____ Constantly out of seat ____ Doesn't follow directions ____ Cooperative
____ Easily distracted ____ Aggressive toward children ____ Displays leadership qualities
____ Avoids groups ____ Careless, doesn't complete tasks ____ Disruptive
____ Overactive – restless ____ Contributes to class discussion ____ Friendly
____ Talks excessively ____ Trouble finding place ____ Avoids eye contact
____ Immature behaviors ____ Neat appearance ____ Works well independently
____ Other academic observations _____

E. Concerns:

Observation completed by: _____