



Children and Youth In Transition (Homeless) Handbook

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With information from:
National Center for Homeless Education

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RIPON AREA SCHOOL DISTRICT BOARD POLICIES

RIPON AREA SCHOOL DISTRICT BYLAWS & POLICIES

5111.01 - Homeless Students

Children and youth, including unaccompanied youth who meet the Federal definition of "homeless," will be provided a free appropriate public education in the same manner as all other students of the District. To that end, students who are homeless will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actual living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason;
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations;
- C. live in emergency or transitional shelters;
- D. are abandoned in hospitals;
- E. are awaiting foster care placement;
- F. 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;
- G. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting;

Additionally, pursuant to Federal law, migratory children who are living in circumstances described in A-G above are also considered homeless.

Children, youth and their families who are homeless shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the School District.

The District shall remove barriers to the enrollment and retention of students who are homeless in schools in the District. Students who are homeless shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

Students who are homeless will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;

- C. programs in vocational and technical education;
- D. programs for gifted and talented students;
- E. school nutrition programs;
- F. before and after school program.

Students who are homeless have the right to remain in their school of origin or the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

Students who are homeless have the right to dispute their school assignment, if their assignment is other than their school of origin. In determining the best interest of the student, the District shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth. If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth. The appeal process shall be as set forth in Policy 9130 – Public Requests, Suggestions, or Complaints.

The Board of Education requires that these rights and the dispute process be communicated to the parent or guardian of the homeless student or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school.

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

- A. If the homeless student continues to live in the School District in which the school of origin is located, transportation will be provided in accordance with District policy/administrative guidelines and federal requirements.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

The Superintendent will appoint a Homeless Liaison who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and basic needs services to children and youths who are homeless.

http://center.serve.org/nche/downloads/youthposeter_eng_color.pdf
42 U.S.C. 11431 et seq.
Revised 1/20/14

5111.01 - Homeless Students

The Superintendent will appoint a Homeless Liaison whose general duty will be to safeguard the educational rights of children, youth, and unaccompanied youth who are homeless to attend school in this District. The Liaison must be notified immediately upon the enrollment or assignment of a child or youth who is without permanent housing. The Liaison will coordinate District operations and services so that:

- A. children, youth, and unaccompanied youth who are homeless are identified, with special attention given to the locating and enrolling of homeless children and youth who are not currently attending school;
- B. children and youth without a permanent residence have a full and fair opportunity to succeed in school;
- C. families, children and youth who are homeless receive all educational services for which they are eligible, including any District preschool programs, before and or after school programs, vocational and technical programs, programs for gifted and talented, school nutrition, transportation, and referrals to community health care services, dental services, mental health services, and other appropriate services;
- D. parents or guardians of students who are homeless are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- E. public notice of the educational rights of children and youth who are homeless is disseminated at locations where such homeless families, children receive services, such as schools, family shelters, transitional housing programs, soup kitchens, public aid offices, county social services, city hall, food pantries, public libraries, court houses, and police stations;
- F. enrollment/assignment disputes are mediated/handled as expeditiously as possible after receiving notice of the dispute in accordance with Board policy, District guidelines, and applicable laws;
- G. the parents or guardians of any child and any unaccompanied homeless minor who are homeless are fully informed of transportation services including transportation to the school of origin and are assisted in accessing transportation to the school that is appropriately selected.

The Homeless Liaison has additional responsibilities to represent the educational interests of unaccompanied youth who are homeless.

Upon enrollment of a child or youth who is homeless, the Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless student is immediately contacted to provide relevant academic or other relevant records. If upon enrollment the student does not have any immunization required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations or necessary medical records. The Liaison will also contact the Business Manager to assure transportation of the homeless student is provided in accordance with the Board's transportation policy.

The Liaison will require that the student receives free school meals, school supplies, and any support materials necessary for the full participation of the student in the school.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes. Following the District's dispute process, any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth Office of the State Superintendent at the Department of Public Instruction.

As part of his/her assigned duties, the Liaison will coordinate and collaborate with the State Coordinator for Homeless Children and other community and school personnel responsible for providing education and related services to homeless children including but not limited to:

- A. School District services with local social service agencies and other agencies or programs providing services to children and youth who are homeless, their families; and
- B. With other school districts on inter-district issues, such as transportation or the transfer of school records.

Such coordination should be designed to: (1) facilitate children and youth who are homeless having access and reasonable proximity to available education and related support services; and (2) raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.

As part of his/her assigned duties, the Homeless Liaison will inform school personnel, community services providers, and advocates working with families and unaccompanied youth, who are considered homeless under the McKinney-Vento Act, the educational rights of the parents and students, the responsibilities of the district, and about his/her duties.

Revised 12/19/11

HOMELESS RIGHTS AND INFORMATION

DEFINITION OF HOMELESS STUDENTS AND UNACCOMPANIED YOUTHS

The term homeless students and unaccompanied youths means “individuals who lack a fixed, regular and adequate night-time residence. The term includes children and youth who:

- ❖ Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason;
- ❖ Are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- ❖ Are living in emergency or transitional shelters;
- ❖ Are abandoned in hospitals;
- ❖ Have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- ❖ Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- ❖ Migratory children who qualify as homeless because they are living in circumstances described above.”

The Ripon Area School District does not discriminate against students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional or learning disability or handicap in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.

SCHOOL SELECTION

Placement in a school shall be in the student’s best interest.

- ❖ The student’s education may continue in the school of origin for the duration of homelessness and/or in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, if the student becomes permanently housed during an academic year.
- ❖ The student may enroll in a 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 interests of the student, the student will be kept in the school of origin, except when doing so is contrary to the wishes of the student’s parent or guardian, for the duration of the homelessness.

In the case of unaccompanied youth, the local educational agency liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.

ENROLLMENT

The school shall immediately enroll the student/youth, even if the student lacks records normally required for enrollment. Records will immediately be requested from the

previous school. The term “enroll” or “enrollment” are defined to mean attending school and participating fully in school activities.

GUARDIANSHIP

For purposes of school placement, any parent, guardian, or person in loco parentis who has legal or physical custody of a homeless child or youth shall enroll that child or youth directly in the Ripon Area School District.

RESIDENCY

A homeless student is a resident if the student is personally present somewhere within the district with a purpose to remain but not necessarily to remain permanently.

The student shall be considered a resident when living with a parent, guardian, or person in loco parentis not solely for school purposes or for participation in extracurricular activities.

- ❖ Homeless children, youth and unaccompanied youth will be enrolled immediately, even if they lack immunizations and/or records ordinarily required for enrollment. Documents and records that cannot be used for enrollment delays include but are not limited to:
 - Transcripts/school records
 - Immunization, health, and medical records
 - Birth certificates
 - Proof of residency
 - Proof of guardianship
- ❖ Once the student is enrolled it is the responsibility of the school to contact the previous school and request records.
- ❖ The building level school counselor and/or principal should be contacted as soon as possible to assist the family with supplies and other needs.

Homeless students who do not live with their parents or guardians may enroll themselves in school.

The address listed on the enrollment forms becomes proof of residency. If residency is questioned by the LEA, immediate enrollment will occur with homeless liaison following up to determine residency.

COMPARABLE SERVICES

Each homeless student or youth shall be provided services comparable to services offered to other students in the school selected, such as:

- ❖ Preschool programs
- ❖ Transportation services
- ❖ Educational services for which the student meets eligibility criteria such as ELL or special education programs
- ❖ Programs for at-risk students
- ❖ Programs for gifted and talented students
- ❖ School nutrition programs
- ❖ Title 1 services
- ❖ After-school programs

- ❖ Tutoring programs
- ❖ Summer school programs

TRANSPORTATION

At the request of a child’s parent or guardian or the homeless liaison in the cases of unaccompanied youth, transportation to the school of origin will be provided to homeless children and youth, following best interest provisions (outlined in the McKinney-Vento Homeless Assistance Act under Local Education Agency Requirements).

- ❖ In order for transportation to be set up, the homeless liaison will determine with the family the best means of transportation.
- ❖ The homeless liaison will arrange for transportation.
- ❖ When permanent housing is secured, the parent or guardian may choose to keep the child or youth in the school or origin until the end of the academic year. At this point, parents or guardians can choose to enroll the child in the school in the attendance area in which they live.

When the child, youth or unaccompanied homeless student’s temporary residence and school of origin are two different school districts, the districts will collaborate on the method and cost of transportation. The district will share the cost of the transportation.

Refugee students who are not independently housed may be considered homeless unless families choose to not be considered so. The homeless liaison/interpreters will discuss McKinney-Vento with families to determine if they are homeless. It will be determined based on where the student resides and where the program is for the refugee students if transportation is necessary. If it is deemed unsafe or too far for a non-English speaking homeless student to walk or arrange for their own transportation, then they will be transported the same as other homeless students. The guidelines listed above will be followed in those situations as well.

HOMELESS LIAISON OR DESIGNEE

The homeless liaison or designee shall ensure that:

- ❖ Homeless students are voluntarily identified by school personnel and through coordination with other entities and agencies.
- ❖ Homeless students enroll in and have a full and equal opportunity to succeed in schools in the district.
- ❖ Homeless families, students receive educational services for which they are eligible and referrals to other appropriate services.
- ❖ The parents or guardians of a homeless student and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the student/youth.
- ❖ Public notice of the educational rights of homeless students is disseminated in such public places as schools, meal sites, shelters and other locations frequented by low-income families.
- ❖ The homeless liaison assures that compliance with all policies and procedures and mediates enrollment disputes.

- ❖ The parents or guardians of a homeless student or youth, and unaccompanied youth, are informed of all transportation services, including transportation to the school of origin.
- ❖ Assistance is provided to students who do not have immunizations, or immunization or medical records, to obtain necessary immunizations or medical records.
- ❖ Students are not segregated on the basis of their status as homeless.
- ❖ Programs for homeless students are coordinated with other federal and local programs

DISPUTES

If a dispute arises over school selection or enrollment in a school, the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

Disputes should be resolved as expeditiously as possible. Appeals will go to the District Administrator. The parent or guardian of the child or youth, or unaccompanied youth shall be provided with a written explanation of the appealed decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision to the Office of Coordinator for Education of Homeless Children and Youths in the Wisconsin Department of Public Instruction. In the case of unaccompanied youth, the Ripon Area School District Homeless Liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

LUNCH WAIVER

- ❖ When a student is identified as homeless they are automatically waived with or without paperwork. This is at the INITIAL point of identification.
- ❖ The free status stays with the student the entire school year until the student is “permanently” housed. Then they must complete the paperwork/application.
- ❖ The homeless liaison will send necessary documentation to the staff member in the Business Office who coordinates free and reduced lunch in order to facilitate this process.
- ❖ Staff in the Business Office will be responsible for communicating with food service in order to process the waiver.
- ❖ The homeless liaison will notify the school contact to confirm that the free lunch paperwork and waiver has been processed by the food service provider.
- ❖ Free lunch continues for the remainder of the school year after permanently housed. Families do not need to fill out the application for that year after becoming permanently housed.

FEE WAIVER

Student fees for the purposes of serving homeless children include but are not limited to: fees for field trips, fees for Art courses/projects, fees for Food courses, fees for Technical Education courses/projects, and yearly class fees. These fees are to be automatically waived. The waiving of fees will be done directly by the school counselor and/or a building administrator.

To encourage all homeless students to participate in all school activities, payment of all student fees will be waived if the student is identified as homeless.

If a counselor or building administrator has questions about additional fees to be waived or financial support, they should contact the District liaison. Fee decisions will be made on a case-by-case basis by the homeless liaison, and are dependent upon the number of factors which may include available funds in the District account.

UNDERSTANDING HOMELESSNESS

How Can You Help Homeless Students?

Students experiencing homelessness may find regular school attendance difficult. Yet school may be the only place of stability in a child's life. Every time children change schools, they may lose between four and six months of academic progress. Children who continually change schools may feel "different" and have adjustment difficulties. The McKinney-Vento Homeless Assistance Act defines homeless children as "individuals who lack a fixed, regular and adequate night-time residence. The term includes children and youth who:

- ❖ Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason;
- ❖ Are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- ❖ Are living in emergency or transitional shelters
- ❖ Are abandoned in hospitals;
- ❖ Have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- ❖ Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- ❖ Migratory children who qualify as homeless because they are living in circumstances described above.

Attached are common signs of homelessness and strategies school staff can use to help new students adjust more easily to their new school settings. For more information or if you are concerned about a potential homeless student please contact Julie Krackow.

Common Signs of Homelessness

While these are considered common signs, please recognize that they only offer general guidance. There is significant variability within the school-age homeless population. Individual students may differ significantly from the following general characteristics. Adopted from flyers developed by the Illinois & Pennsylvania Departments of Education.

Lack of Continuity in Education

- ❖ Attendance at many different schools
- ❖ Missing records needed to enroll
- ❖ Gaps in skill development
- ❖ Mistaken assessment of abilities
- ❖ Poor organizational skills
- ❖ Poor ability to conceptualize

Poor Health / Nutrition

- ❖ Missing immunizations & medical records
- ❖ Unmet medical and dental needs
- ❖ Respiratory problems
- ❖ Skin rashes
- ❖ Chronic hunger or food hoarding
- ❖ Fatigue (may fall asleep in class)

Transportation & Attendance Problems

- ❖ Erratic attendance or tardiness
- ❖ Inability to contact parents
- ❖ Numerous absences
- ❖ Avoidance of class field trips and afterschool activities

Poor Hygiene

- ❖ Lacking shower facilities, washers, etc
- ❖ Wearing clothes several days
- ❖ Inconsistent grooming

Not Ready for Class

- ❖ Consistent lack of preparation for school
- ❖ Incomplete or missing homework
- ❖ Unable to complete special projects
- ❖ Lacking basic school supplies
- ❖ Loss of books and supplies on a regular basis

- ❖ Elevated concern for safety of belongings

Social & Behavioral Cues

- ❖ A marked change in behavior
- ❖ Poor/short attention span
- ❖ Poor self-esteem
- ❖ Extreme shyness
- ❖ Unwilling to form relationships with peers & teachers
- ❖ Difficulty socializing at recess or lunch periods
- ❖ Difficulty trusting people
- ❖ Aggression
- ❖ “Old” beyond years
- ❖ Overly protective parents
- ❖ Clinging behavior
- ❖ Developmental delays
- ❖ Fear of abandonment
- ❖ School phobia (afraid to leave parents)
- ❖ Anxiety, especially late in the school day

Reactions / Statements by Parent, Guardian, or Child

- ❖ Anger or embarrassment when asked about current address
- ❖ Mention of staying with grandparents, other relatives, friends, or in a motel
- ❖ Comments such as:
 - “I don’t remember the name of my last school.”
 - “We’ve been moving around a lot.”
 - “Our address is new; I can’t remember it.” (may hide lack of a permanent address.)
 - “We’re going through a bad time right now.”

School Administrators

Tips for Ensuring Educational Access & Success for Children & Youth Experiencing Homelessness

- ❖ Be familiar with common characteristics of children and youth who are homeless. Common signals are attendance at several schools, poor hygiene, gaps in learning, transportation problems, poor health and nutrition, and a lack of preparedness for class.
- ❖ Welcome the student and the family and let them know that the school is a safe and secure place.
- ❖ Make sure the student enrolls in your school's free meal program. Homeless students are automatically eligible for free school meals.
- ❖ Ensure that the student has every opportunity that a non-homeless student has for participate in after-school activities and in-school programs.
- ❖ Inform parents about their child's educational rights.
- ❖ Hold school meetings, such as the PTO meeting, in neighborhood centers to increase accessibility of homeless parents to school events.
- ❖ Provide transportation assistance to get parents to school for conferences, school events, or PTO meetings.
- ❖ Encourage parents to volunteer. Discuss their interests and offer suggestions that allow them to use their expertise. Many parents will help if invited to do so.
- ❖ Support the school staff as they work with the student.
- ❖ Contact the school district's local homeless education liaison for additional support.
- ❖ Show that you care about the student!

For more information contact:

Julie Krackow
Homeless Liaison
Ripon Area School District
(920) 748-1550

School Counselors & Psychologists

Tips for Ensuring Educational Access & Success for Children & Youth Experiencing Homelessness

- ❖ Be familiar with common characteristics of children and youth who are homeless. Common signals are attendance at several schools, poor hygiene, gaps in learning, transportation problems, poor health and nutrition, and a lack of preparedness for class.
- ❖ Introduce yourself as someone who will work as an advocate for the student's success in school.
- ❖ Ask if the student participated in any after-school activities or had special classes at a previous school, then work to connect the student with similar resources if they are available. Ensure that the student has every opportunity that a non-homeless student has for participating in after-school activities and in-school programs.
- ❖ Make sure the student enrolls in your school's free meal program. Homeless students are automatically eligible for free school meals.
- ❖ Inform parents about their child's educational rights.
- ❖ Offer support for the physiological needs of the student (food, clothing) as well as the social/emotional needs (safety, security, and belonging).
- ❖ Train peer buddies to orient students to the school.
- ❖ Arrange a follow-up meeting with parents a couple weeks after enrollment. You may need to conduct the meeting by phone or visit the parent outside of the school.
- ❖ Show that you care about the student!

For more information contact:

Julie Krackow
Homeless Liaison
Ripon Area School District
(920) 748-1550

School Nurses

Tips for Ensuring Educational Access & Success for Children & Youth Experiencing Homelessness

- ❖ Be familiar with common characteristics of children and youth who are homeless. Common signals are attendance at several schools, poor hygiene, gaps in learning, transportation problems, poor health and nutrition, and a lack of preparedness for class.
- ❖ Verify immunization records and, if necessary, refer the student to the local health department for any needed immunizations. Follow-up with students sent to obtain immunizations or physicals.
- ❖ Observe and alert the principal to any serious medical concern.
- ❖ Ask about glasses. The child may need them, but not have any.
- ❖ Make sure the student enrolls in your school's free meal program. Homeless students are automatically eligible for free school meals.
- ❖ Assist parents with the completion of medical records.
- ❖ Remember that sending a sick student "home" may not be a safe or stable place for a child or youth who is experiencing homelessness. Help families determine options for their children should they become ill.
- ❖ Contact the parent if a student is absent for three days or more.
- ❖ Develop reliable, accessible resources for medical, dental, and eye care.
- ❖ Sponsor a PTO health night.
- ❖ Show that you care about the student!

For more information contact:

Julie Krackow
Homeless Liaison
Ripon Area School District
(920) 748-1550

Teachers

Tips for Ensuring Educational Access & Success for Children & Youth Experiencing Homelessness

- ❖ Be familiar with common characteristics of children and youth who are homeless.
- ❖ Assist other students in being sensitive to stereotypes of homeless people.
- ❖ Adjust assignments so children not living in permanent settings can complete them.
- ❖ Ensure that the student has every opportunity that a non-homeless student has for after-school activities and in-school programs.
- ❖ Communicate with the parents about school performance.
- ❖ Connect the child with tutoring and remediation services, if needed.
- ❖ If you have a snack break, keep a supply of snacks for students who don't bring one.
- ❖ Do not take away possessions. Students may need their "stuff" for security.
- ❖ Hold the child accountable for what she/he can control, not what is not in the child's control.
- ❖ Before you receive a new student:
 - Prepare a list of your class routines and procedures.
 - Prepare a new student file with information for parents and guardians.
 - Maintain a supply of materials for students to use at school.
 - Prepare a "getting-to-know-you" activity available for the class to do.
- ❖ When a student enters your class:
 - Introduce the student to the class.
 - Assign a class buddy to assist with routines.
 - Review the academic record and closely monitor the educational progress of the student.
- ❖ When a student leaves:
 - Support the class and student by discussing the move and having classmates write letters to the departing student.
 - Give the student a copy of the school's address so that letters can be written back either via e-mail or snail mail.
- ❖ Show that you care about the student!

For more information contact:

Julie Krackow
Homeless Liaison
Ripon Area School District
(920) 748-1550

Secretaries & Enrollment Personnel

Tips for Ensuring Educational Access & Success for Children & Youth Experiencing Homelessness

- ❖ Learn to identify the following tell-tale signs of homelessness:
 - Chronic hunger or tiredness
 - Erratic attendance at school and/or attendance at multiple schools
 - Poor grooming or clothing that draws attention
 - Lack of records, such as birth certificate, immunization record, pre-school physical, school records, or incomplete records
 - Parent who seems confused about the last school attended
 - Low-income motel address on enrollment form
 - Statements from family when enrolling such as: “We’ve been having a hard time lately.” “It’s a new address. I can’t remember it.” “We move a lot and are staying with friends until we find a place.”
- ❖ Assure families that children can enroll if you think that they are experiencing homelessness. (This is mandated by the McKinney-Vento Homeless Education Act, P.L. 107-110.)
 - Enroll the child immediately (even without records). Ask for the name and city of the last school attended; then call that school and ask to have the records sent.
 - Arrange for the child to take a placement test if records are not available.
- ❖ Take the family to a private place to fill out enrollment forms. Offer to assist with filling out the enrollment forms.
- ❖ Assist with filling out free and reduced-price meal program forms. Arrange for lunch that day.
- ❖ Have copies of the school/class supply lists.
- ❖ Provide a welcome pack with paper, pencil, pen, and crayons (younger grades).
- ❖ Privately and confidentially alert the child’s teacher and guidance counselor of the student’s living situation.
- ❖ Before a student leaves, prepare a parent pack: 9x12 mailing envelope with photocopies of the student’s records (scholastic, social security, immunizations, etc.). Share a copy with the family, and be prepared to share records with the new school quickly to expedite appropriate placement.
- ❖ Be sensitive, patient, calm, and reassuring. YOU can make a difference.

For more information contact:

Julie Krackow
Homeless Liaison
Ripon Area School District
(920) 748-1550



HOMELESS DISTRICT FORMS

**Ripon Area School District
Student/Family Residency Questionnaire**

Your child may be eligible for additional educational services through Title I Part A, Title I Part C-Migrant, and/or Federal McKinney-Vento Assistance Act. Eligibility can be determined by completing this questionnaire. *The information you provide is confidential.*

Contact Information		
Name of Student:	Date of Birth:	Grade:
Parent/Guardian Name:	Phone Number:	
Current Residence Address:	City, State, Zip Code:	

The answers to the following questions can help determine the services this student may be eligible to receive under the McKinney-Vento Act 42 U.S.C. 11435.

Do you or your family live in any of these situations? (Check all that apply.)

- In a hotel, motel, or weekly rate housing?
- Doubled up with friends or relatives because you cannot find or afford housing?
- In a location not designed for sleeping such as a car, park, or campsite?
- On the street?

If you chose one or more of the above choices, please answer the questions below.

Is this a temporary living arrangement expected to change soon? Yes No

Is this a temporary arrangement due to loss of housing or economic hardship? Yes No

As a student, are you living alone or with someone other than your parent/guardian? Yes No

The Ripon Area School District does not discriminate on the basis of sex, color, national origin, ancestry, creed, pregnancy, marital status, genetic information, sexual orientation, or physical, mental, emotional, or learning disability or handicap or any other characteristic protected by law.

RASD staff assisting:

Name Signature Date

Original to: Homeless Liaison (Julie Krackow)
Copies to: School Office Business Services Specialist (Sally Albrecht)

Families in Transition Gas Card Agreement

Parent/Guardian		Phone
Address		
Student	Grade	School
Student	Grade	School
Student	Grade	School

It is your responsibility to transport the child(ren) listed above to school every day. Please contact the school office if your child(ren) is sick and unable to attend school. By accepting gas cards, the parent/guardian is agreeing to transport their child(ren) to and from school at their own risk. I understand and agree to these terms above.

Parent/Guardian Signature Date

-----*For Office Use Only*-----

Date Calculated _____ Staff Member _____

Distance one-way (each "leg") per Mapquest _____ X _____ (number of "legs"/day) = _

(miles driven round trip each day)

Current cost of gas, per gallon	\$
Average miles per gallon	18 mpg
Miles driven round trip each day ÷ 18 = (number of gallons used per day)	gallons
Cost of gas per gallon x number of gallons used per day = (cost per day)	\$
\$25 gas card ÷ cost per day = (days between receiving gas cards)	days

A \$25 gas card will be given to you every _____ days of attendance.

Gas card given on _____ by _____

Return completed original form to Julie Krackow for gas card distribution.

FAMILIES IN TRANSITION

The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate night-time residence. The term includes children and youth who:

- ★ share the housing of other persons due to the loss of housing, economic hardship, or similar reason;
- ★ are living in motels, hotels, trailer parks, or campgrounds due to the lack or alternative adequate accommodations;
- ★ are living in emergency or transitional shelters (i.e. churches);
- ★ are abandoned in hospitals;
- ★ have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- ★ are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
- ★ migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of, or are acquainted with, any children who may qualify according to the above criteria, the Ripon Area School District provides assurances to parents of homeless children.

For more information:

Julie Krackow
Homeless Liaison
Ripon Area School District
(920) 748-1550
krackowj@ripon.k12.wi.us