

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

ETSD School Registration Guidelines

Homeless children and youth have the right to enroll in school immediately, without required documents (school records, medical records, proof of residency or other documents). Under the federal McKinney-Vento Act, “children who lack a fixed, regular and adequate nighttime residence” are considered homeless. Specifically, children and youth are considered homeless if they are:

1. Sharing the housing of others (friends, family members) due to a loss of housing, economic hardship or similar reason. This is often referred to as “doubling up.”
2. Living in motels, hotels, trailer parks or campgrounds due to a lack of alternative accommodation.
3. Living in emergency or transitional shelters.
4. Awaiting foster care placement.
5. Living in a public or private place not designed for sleeping.
6. Living in cars, parks, abandoned buildings, and bus or train stations.
7. Migratory children living in the above situations.

Each state has a Coordinator of Homeless Education to ensure school district compliance, to collect data on educational barriers and to provide training and technical assistance to school districts. Each school district is required to identify a Local Homeless Liaison to ensure identification, enrollment, access to services, and resolution of disputes. Evesham Township School District’s Homeless Liaison is the Director of Special Services and Child Study Teams.

The following will serve as guidelines for the registration process:

1. If the school secretary determines that the student’s living situation falls under one of the above homeless categories, he/she will assist the parent with completion of the McKinney-Vento Parent Enrollment Consultation Form.
2. If the student is identified as eligible for special education, the parent should be directed to contact the secretary to the Director of Special Services to complete registration and program planning.
3. The school secretary will provide, assist and process the Free and Reduced Lunch Form; the only information USDA requires is student name, effective date and the signature of the Homeless Liaison. Complete only Parts 1, 3 and 5.
4. Additional registration paperwork should be provided to the parent/guardian and they should be asked to complete and return it to the school as soon as possible. Please note: This information is not needed prior to student admittance.
5. The child should be enrolled in the school, entered into Genesis, and begin attending classes immediately. The school secretary should email student contact information to the Director of Special Services the day of registration so transportation can be notified and arrangements finalized.
6. Following the registration, the original Consultation Form and Free and Reduced Lunch Form should be sent to the Director of Special Services. A copy should be retained in the school’s office student file.

Continuing efforts must be made to obtain missing records, including all registration paperwork and special education records if the student is eligible for special education.

On an annual basis, the district Office of Special Services will review the status of all homeless students. If a previously identified homeless student remains at the same address for more than a year, the student is no longer considered homeless. The school secretary will receive a copy of a letter indicating a change in the status of a student.

Please contact the Office of Special Services with any questions. For more information on the education of homeless children and youth:

- New Jersey Department of Education: <http://www.state.nj.us/education/students/homeless/>
- National Law Center on Homelessness and Poverty: <http://www.nlchp.org>
- National Association for the Education of Homeless Children and Youth: <http://www.haehcy.org>