Homeless District/LEA Policy Checklist

Check “**A**” if the item is addressed; check “**N**” if the item needs to be addressed.

| **Addressed** | **Not Addressed** | **The policy describes how the LEA will do the following:** |
| --- | --- | --- |
|  |  | **Definitions:** Children and youth in transition – lacking a *fixed, regular, adequate nighttime residence) & living situation;* Migratory children and youth; Unaccompanied youth *(not in the physical custody of a parent or guardian);* School of Origin (w/ feeder pattern info); Enroll/Enrollment (attending classes & participating fully); Immediate |
|  |  | **Identification & Duration:** this should include identification & data collection, duration of homelessness, summer identification and supports remaining in place for the remainder of the academic year – if students become permanently housed. |
|  |  | **Enrollment:** this should include immediate, full and equal opportunity enrollment, may not be denied or delayed due to any lack of document normally required for enrollment or barriers of student fees |
|  |  | **School Selection:** this should include school of origin, “best interest” determination, and priority given to parent input |
|  |  | **Best Interest Determination:** addresses assumption for staying in school of origin, student-centered factors are used when making a determination, and parent input is recognized |
|  |  | **Disputes:** addresses eligibility, school selection and enrollment; students should be immediately enrolled pending final resolution;written explanation of decision and the right to appeal; parent or unaccompanied youth given every opportunity to participate meaningfully in the resolution; aligned to the SDE dispute process. |
|  |  | **Services:** this should be a statement or list of services “for which they are eligible”; comparable services offered to other students; includes referrals to Head Start and other **district** early intervention/**preschool** programs administered by the LEA as applicable; Special Education; Vocational courses; Gifted & Talented program, etc. |
|  |  | **Transportation:** to and from school of origin, district collaborations, other transportation services comparable to those offered to housed students |
|  |  | **Free Meals:** on day of enrollment, must submit name to district nutrition office immediately |
|  |  | **Eligibility for Title I Services:** Children and youth in transition are automatically eligible for Title I support services, regardless of if they attend a Title I school or non-Title I school. |
|  |  | **Unaccompanied Youth:** are informed of their status as independent students for the FAFSA, receive verification of that status and are provided with college/career counseling. |
|  |  | **Full/Partial Credit:** barriers are removed for students to receive and be granted appropriate credit for full or partial coursework satisfactorily completed while attending a prior school or transferring to a new school. |
|  |  | **District Liaison:** is able to carry out the 10 duties as described in the law. 42 USC §11432(g)(6)(A) |
|  |  | **District Liaison Training:** policies and practices should be in place to ensure that the liaison participates in PD and other technical assistance activities as determined appropriate by the State Coordinator. |
|  |  | **Staff Training:** at least once a year liaison will do training with all staff*(example: principals, assistant principals, federal program administrators, registrars, school secretaries, school counselors, school social workers, bus drivers, custodians, cafeteria workers, school nurses and teachers).* |
|  |  | **Local & State Coordination:** liaison to coordinate with other services, public and private agencies, transportation department, state coordinator and others. Such coordination shall include collecting and providing the State Coordinator the reliable, valid, and comprehensive data needed to meet the requirements of 42 USC § 11432(f)(1) and (3). |
|  |  | **Records:** any record ordinarily kept by the school regarding each homeless child shall be maintained, 1) so that they are available, in a timely fashion, when the student enter a new school or district; and 2) in a manner consistent with FERPA, applicable Idaho law, and district policy |
|  |  | **Policy Review:** |