

Students in Temporary Housing

Students living in temporary housing must have equal access to the same services provided to students permanently housed in the community.

What You Need to Know

Overview

Students living in temporary housing have several important rights related to education. These include:

- ☐ A right to immediate enrollment in a the charter school program, even without enrollment documents;
- ☐ A right to receive transportation to and from their program; and
- ☐ A right to either remain in their program or transfer to a different program should students residing in temporary housing become homeless or move between temporary housing locations.

The [McKinney-Vento Homeless Assistance Act](#) and NYCDOE policy ensure that students residing in temporary living situations have access to the services that are available to permanently housed students.

Students in temporary housing lack a fixed regular, and adequate night time residence. This includes a student who:

- Is living with a friend, relative, or someone else because his or her family lost their housing, economic hardship, or a similar reason (often referred to as “doubled-up”), or is living in a motel, hotel, trailer park, or camping ground due to lack of alternative accommodations
 - ☐ Is living in a subsidized publicly or privately operated shelter designed to provide temporary living accommodations (including commercial hotels, congregate shelters, and transitional housing for the mentally ill)
 - ☐ Is living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation
 - ☐ Is living in cars, parks, public spaces, abandoned buildings, or substandard housing
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The Students in Temporary Housing (STH) unit within the NYCDOE Office of Safety and Youth Development (OSYD) is available to answer questions on the rights of students residing in temporary housing situations. The STH unit has multiple staff available to assist your for All program.

- Shelter-Based Family Assistants: coordinate transportation, enrollment, etc. and are located in shelters
- [Content Experts](#): coordinate resources and programs for students in temporary housing and are located in the borough offices

Programs can also contact the NYS-TEACHS hotline at (800) 388-2014 with any questions on the rights of students residing in temporary housing.

Communication with Families

You are responsible for displaying posters in prominent locations that detail the basic rights of students living in temporary housing. Posters should display information on how families can contact the [Director of Family and Community engaged](#) assigned to the charter school. Additionally, you must have information sheets available that detail the basic rights of students living in temporary housing.

[NYS-TEACHS](#) offers free brochures and posters with information on the educational rights of children and youth who are homeless. Brochures and posters are available in both English and Spanish. NYS-TEACHS also carries posters in Arabic, Bengali, Chinese, Haitian Creole, Korean, Russian, and Urdu.

Application, Registration, and Enrollment

Students living in temporary housing are provided with additional flexibility in certain aspects of the admissions, registration, and enrollment processes.

Application

Families living in temporary housing should apply for the charter school via the common application or schoolmint application process.

- If living in a shelter, families should enter the shelter address as the address on their application.
 - If living in a Domestic Violence shelter, the family should enter the P.O. Box assigned to the shelter on their application.
 - If a family is living in another temporary housing situation (e.g. a doubled up housing situation), families should use their temporary address on their application.
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For more information on the application process, please see the contact the school 212-304-0103.

Registration and Enrollment

All families may accept their offer to your for All program by registering at your site in person and presenting the required documentation. As outlined in the Enrollment section of the Handbook, you must register and enroll students in temporary housing even if the family is unable to provide the following documentation at pre-registration:

- Birth Certificate
- Proof of Residency
- Immunization Records (see below for more information)

After enrolling a student living in temporary housing, you should work with a [Director of Family and Community Engagement](#) to obtain any necessary documentation to complete registration and enrollment, as necessary.

Students must not be prevented from enrolling in your program while staff obtain documentation.

All families must also complete a [Residency Questionnaire Form](#) during registration or upon enrollment in your for All program. Your staff must assist families in filling out the form as needed. The information provided on the form can be used to help determine if a student is living in temporary housing.

Immunization Requirements for Attendance

You must allow students in temporary housing to attend even if they have not yet received all required immunizations or do not have documentation of immunizations. Your staff must assist families to obtain immunizations, including recommending walk-in clinics that can assist the family. *For more information please see the Health Services section of the Handbook.*

Mid-Year Enrollment

A student who becomes homeless after the start of the school year has a right to either remain enrolled in his or her current program or to transfer to and enroll in another program for which he or she meets the eligibility criteria and according to NYCDOE regulations. If a family living in temporary housing who is not currently enrolled at your for All program informs you after the start of the school year that they would like the enroll their child, you should:

- Enroll the student
 - If you are enrolling a new student mid-year, you must enter the student's address and housing status in the IDS enrollment page
 - If there are no open for All seats at your program, immediately contact the Director of Family and community engagement who will review the case and will discuss next steps with you and/or the family. Please provide the following information within the e-mail:
 - Student name
 - Date of Birth
 - Family contact information
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- Any additional contact information
 - Current address
 - Name of the program(s) that the child has previously attended (if applicable)

Students with an IEP

If a student living in temporary housing has an Individualized Education Program (IEP) that recommends a Special Class (SC) or Special Class in an Integrated Setting (SCIS) and requests mid-year enrollment at a program, staff should refer the family to their Committee on Special Education (CPSE) providing the student's name, date of birth, and the family's current address and contact information. CPSE arranges placement for all students with IEPs recommending SC or SCIS settings enrolling mid-year, including homeless students.

Address Changes

Students in temporary housing whose living situation or address changes (e.g. move to a different shelter) and whose family would like them to enroll in or transfer to a program, must be provided with the necessary assistance to do so.

If a family's address or housing status changes throughout the year, you must note this change in IDS. Please contact the Director of Operations with any questions.

Eligibility to Remain at Current for All Program

Students are eligible to stay in their original for All program even if they:

- Lose their permanent residence during the school-year, or
- Move from temporary housing to permanent housing, or
- Change temporary housing locations

Students who move after the start of the year and choose to stay in their original for All program must be provided with assistance to maintain continuity of education. Families should be informed that they should contact a STH Family Assistant located in a shelter or Director of Operations to arrange transportation assistance. *Please see the "Transportation" section below for more information.*

Transfers

If a family living in temporary housing who has a child that is currently enrolled at your for All program informs your staff that they are moving and wish to enroll their child at a different program, you must direct the family to Director of Operations and immediately e-mail kevin.garcia@inwoodacademy.org. Within the e-mail, please include the following information:

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- Student name
 - Date of Birth
 - Family contact information
 - Previous address
 - Current address
 - Any additional contact information

Families will receive assistance in enrolling in a program if they move from:

- Permanent housing to temporary housing,
- Temporary housing to another temporary housing situation, and
- Temporary housing to permanent housing.

The Director of Operations will work to place the student in a program close to his or her new residence in accordance with NYCDOE policy. Families are not required to demonstrate a travel or other hardship before requesting to transfer to and enroll their child in another due to changes in residence.

The choice about whether a student living in temporary housing will remain in his or her of origin or change schools must be made in coordination with the family and in the “best interest” of the student. It is presumed to be in the best interest of the child to stay in the same program, unless this is contrary to the wishes of the student’s parent/legal guardian.

Programs should provide families with necessary supports if they would like to remain in the same program..

Transportation

Parents/legal guardians of students in temporary housing are entitled to free MetroCards to get their children to and from . You should contact your STH Content Expert to get a free MetroCard for a parent/legal guardian. Parents/legal guardians are also entitled to free MetroCards to get their child to and from for the remainder of the school year in which the child becomes permanently housed.

If a student living in temporary housing has an IEP that recommends special transportation, you should contact Director of Operation, who will assist in arranging transportation.

<https://www.schools.nyc.gov/StudentSupport/NonAcademicSupport/StudentsinTemporaryHousing/default.htm>
