

PROCEDURE FOR MCKINNEY-VENTO ENROLLMENT PROCESS

PRESCOTT SCHOOL DISTRICT

When a student enrolls in the Prescott School District they are given enrollment papers that include an enrollment form for the McKinney-Vento program. The families fill this form out and turn it back into their child's building. This form is then sent through inter-office mail to the McKinney-Vento Coordinator (Liaison) for the program. These forms are screened for the needs as listed by the parent. At this time a phone contact is made if the family requests specific information or resources. It is also at this time that an McKinney-Vento enrollment packet is mailed out to the family by the district Liaison.

At the building level the McKinney-Vento contact staff member screens the enrollment form and ensures that each McKinney-Vento student receives school supplies if needed for their first day in class. School supplies purchased with MV funds are stored in each building for students who express a need for school supplies.

CONTACTS:

PRESCOTT DISTRICT LIAISON: Mr Frank Henson 870-887-7602

PRESCOTT ELEMENTARY LIAISON: Ms Brenda Smith 870-887-7658

PRESCOTT HIGH SCHOOL LIAISON: Ms Marilyn Marks 870-887-7809