



Allen Parish Title I

P.O. Drawer C
521 West 6th Avenue
Oberlin, LA 70655

Policies and Procedures for Enrolling Students Under the McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act, “Education for Homeless Children and Youths,” was incorporated into the *Every Student Succeeds Act* of 2015 (ESSA) under Title IX, Part A. The Act requires LEAs to **immediately enroll homeless students**, and to take an active role in contacting students’ prior schools for school records and immunization information.

Forms that ensure all homeless students are being identified and tracked appropriately should be included as part of the school’s enrollment packet. The revised forms include:

- Louisiana Residency Questionnaire – identifies homeless students
- McKinney-Vento Referral Form – assesses the needs of homeless students

If the enrollment request is denied, due process must be provided. (See attached District-Level Dispute Resolution Process Policy and forms 1 – 4.)

Step 1 – Completion of Forms

- (1) At the time of enrollment, the parent or guardian should complete the **Louisiana Student Residency Questionnaire Form**. If the answer to question #1 is **NO**, they will skip to item 9, fill it out and turn it in to you. Regardless of whether they answered only question 1 or all questions, schools need to complete the “School Use Only” section at the bottom of the form.
- (2) If the parent or guardian answered **YES** to question #1 of the **Louisiana Student Residency Questionnaire Form**, they should also answer questions 2 – 9. The registrar should then have the parent/guardian complete the **Title X Part C, McKinney-Vento Confidential Referral Form**. *(A Confidential Referral Form should be completed for each child in the family who is enrolled in your school.)*
- (3) If the person filling out the Louisiana Student Residency Questionnaire Form checks the last box in question #3 regarding unaccompanied youth, then ask that a **Caregiver Authorization Form** be filled out. This form should be completed when presenting a child/youth for enrollment who is not in the physical custody of a parent or legal guardian or a youth who is alone without an adult.
- (4) FAX the form(s) to the Allen Parish Media Center @ 337-639-2694 **along with a school supply list** for each child. Upon approval, the Title I Office will begin processing the requested services.

Step 2 - Placement

- Determine academic placement for the child.
- If student is identified as a special education student (Question #4 of the LA Student Residency Questionnaire), contact Scott LeJeune.
- If the Home Language Survey completed upon enrollment identifies the student as LEP/ESL/or EL, contact Clarice Papillion.

Step 3 – JPAMS/WebPAMS Coding for Homeless Children

The Homeless Liaison, Jennifer Manuel, contacts each family to conduct a phone interview in order to determine the status of the child(ren). If it is determined that the family is eligible for Homeless Services, then the application is approved.

The Title I Office will e-mail the following documents to the school:

1. *A list of students who have been approved for Homeless Services. (Coding on JPAMS/WebPAMS will be done by Title I Staff.)*
2. **A copy of the approved Student Residency Questionnaire.** These should be kept on file at the school.

Step 4 – Delivery of Supplies & Uniforms

The Title I Staff will deliver the requested school supplies and/or uniforms to the school along with the following paperwork:

- **Receiving Slip** (Someone at the school will be asked to sign and date the form for our documentation). The school will keep the yellow copy and the parent will get the pink copy.

Allen Parish School Board
Education of Homeless Children and Youth
District-Level Dispute Resolution Process Policy

Section VII(B) of the McKinney-Vento Homeless Assistance Act, *McKinney-Vento Homeless Assistance Act* acknowledges that disputes may arise between the school district and homeless students/parents/guardians when the student is denied enrollment in school or is placed in a school other than the one requested by students/parents/guardians. The purpose of the *McKinney-Vento Homeless Assistance Act* is to ensure that homeless students enroll in school immediately and continue their education with as little disruption as possible. The Allen Parish School District dispute resolution process follows the guidelines set forth in the *McKinney-Vento Homeless Assistance Act* and in accordance with *The Louisiana Handbook for School Administrators*, Bulletin 741, Section 341, which is available online at the following website address: www.doa.louisiana.gov/osr/lac/28v115/28v115.doc. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the *Elementary and Secondary Education Act of 1965*, 20 U.S.C. §6301, et. seq. (ESEA).

The following process will be used in a case where a dispute occurs regarding the education of a homeless child or youth.

Dispute Resolution Process

If a dispute arises over school selection or enrollment, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending the resolution of the dispute (five days). The dispute process may be initiated by the parent/guardian, unaccompanied youth, principal or other school officials. At this time, the registrar must provide the student/parent/guardian with a copy of the District-Level Dispute Resolution Process Policy.

The parent/guardian or unaccompanied youth must also be:

1. referred to the Homeless Liaison,
2. provided a written explanation of the school's decision to deny enrollment or school selection (**Form 1**),
3. informed of their right to dispute the school decision (**Form 2**), and
4. provided with a brochure that states the rights of Homeless parents/guardians/unaccompanied youth (**Supporting the Education of Children & Youth Experiencing Homelessness in Allen Parish**).

The child, parent, guardian, or other accompanying adult who wishes to appeal an adverse decision must start the appeal process by submitting a request for dispute resolution to the District Homeless Liaison. (**Form 2**) Upon submission of a request for dispute resolution, the Liaison will:

1. Confirm that the child has received the opportunity to immediately enroll in the district school in which enrollment is sought, pending resolution of the appeal; and
2. Expediently resolve the appeal according to the following dispute resolution procedures:

- A. The Liaison will set up an appointment with the person initiating the dispute within five (5) working days of receiving the notice of dispute. The Liaison will listen to the person's account of the problem, review information from the school, and consider the law and what factors impact the best interest of the child.

- B. The Liaison will provide within five (5) working days:
 - i. A written explanation of the decision regarding school selection or enrollment (**Form 3**); and

 - ii. Notice of the right to appeal the Liaison's decision to the State Homeless Education Coordinator and the form with which to initiate such appeal. (**Form 4**)

If the district's Homeless Liaison denies a school selection or enrollment request that is based upon the rights of the child under the McKinney-Vento Act, the Liaison will provide to the child, parent, guardian, or other accompanying adult, in writing, the reason for the decision and notice that the decision may be appealed. This notice will advise the child, parent, guardian, or other accompanying adult that the child will be immediately admitted to the school in which enrollment is sought and transportation will be provided, pending resolution of the appeal.

A parent is notified when a complaint has been received by the Louisiana Department of Education, and complaints are resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

Every state is required to have a coordinator for the education of homeless children and youth, and every school district is required to have a liaison for homeless students. These individuals will assist you with the implementation of the McKinney-Vento Act. To find



out who your state coordinator is, visit the National Center for Homeless Education at SERVE (NCHE)

website at

www.serve.org/nche.



For further information on the McKinney-Vento Act and resources for implementation, call the NCHE HelpLine at 800-308-2145 or e-mail homeless@serve.org.

Local Contact Information:

Jennifer Manuel
Allen Parish Title I Director
521 W. 6th Avenue
Oberlin, LA 70655
Phone: 337-639-4620
Fax: 337-639-2694

**Allen Parish School Board
Education of Homeless Children and Youth
Written Notification of Enrollment Decision by School**

This form is to be completed by the Principal when an enrollment request is denied.

Date: _____

Person completing form: _____ Job Title: _____

School from which student is being denied enrollment: _____

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Education Assistance Act of 2001, the following written notification is provided to:

Parent or Guardian: _____

Student(s): _____

After reviewing your request to enroll the student(s) listed above, the enrollment request is denied based upon the following: _____

- I have provided a copy of our district's **Dispute Resolution Process Policy** concerning enrollment for students experiencing homelessness.
- I have provided a copy of **Form 2 – Request for District-Level Dispute Resolution**.

(Principal's Signature) Phone #: _____

School Address: _____

You have the right to appeal this decision by completing the attached appeal form (**Form 2**) (or) by contacting the Allen Parish School Board Homeless Liaison:



**Jennifer Manuel
Allen Parish Title I Director
P.O. Drawer C
521 W. 6th Avenue
Oberlin, LA 70655
Telephone: 337-639-4620
Fax: 337-639-2694**





Allen Parish School Board Education of Homeless Children and Youth Request for District-Level Dispute Resolution

This form is to be completed by the parent, guardian, caretaker, or unaccompanied youth to appeal the decision of the school when an enrollment request is denied. It should be forwarded to the District Homeless Liaison within 24 hours.

Date Submitted: _____

*Person Initiating Dispute: *(please print)*: _____

Contact Information: _____

Relationship to Student(s): _____

Student(s): _____

School: _____

Date Student was denied enrollment: _____

I wish to appeal the enrollment decision made by the school.

I have been provided with: *(check all that apply)*

A written explanation of the school's decision (**Form 1**). *(Please submit a copy of Form 1.)*

Contact information for the district Homeless Liaison. Please return this completed form to:

Jennifer Manuel
Allen Parish Title I Director
P.O. Drawer C
521 W. 6th Avenue
Oberlin, LA 70655
Telephone: 337-639-4620
Fax: 337-639-2694

A copy of the District-Level Dispute Resolution Process Policy concerning enrollment for students experiencing homelessness.

I have included a written explanation to support my appeal. *(Optional)*

(Signature of Person Completing Form)

Phone #: _____

To be completed by the Homeless Liaison

* Was the dispute resolved? Yes No Date: _____

* See District Resolution of Complaint Form

**Allen Parish School Board
Education of Homeless Children and Youth
District Resolution of Complaint**

This form is to be completed by the District Homeless Liaison to outline for the parent, guardian, caretaker, or unaccompanied youth what action was taken to resolve the complaint made against the school or district. A copy should be provided to the person initiating the dispute and to the school in question within 5 days of receipt of complaint.

Date: _____

*Person Initiating Dispute: _____

Student Name(s) _____

School Name: _____

District Action on Complaint

Action taken within _____ days after receiving notice of the complaint.

Did the Homeless Liaison resolve this dispute? Yes No

If the dispute was resolved, describe the actions taken by the Homeless Liaison to resolve the dispute to the satisfaction of the parent/guardian:

If the dispute was *not* resolved to the satisfaction of the parent/guardian, provide the date that the District Homeless Liaison convened a meeting of the parties and briefly describe the outcome of this meeting:



Notice to Appeal

You have the right to appeal the decision of the District Homeless Liaison using Form 4. The student will be immediately admitted to the school in which enrollment is sought and transportation will be provided pending resolution of the appeal.

(Signature of Homeless Liaison)

**Louisiana Department of Education
State-Level Letter of Appeal**

Form 4



Date:

Tasha Anthony, Homeless Coordinator
Louisiana Department of Education
1201 North Third Street
PO Box 94064
Baton Rouge, LA 70802

**Re: Homeless Dispute
in Allen Parish**

Dear State Coordinator:

My name is _____ . My child(ren) attend school at
(Please print)
_____ in Allen Parish.
(Name of School)

I need your help with the following problem(s). I have checked the box that fits my situation. I have included a brief statement in the space provided.

- The School District would not enroll my child (children).

- Child(ren) couldn't begin school because they didn't have all their medical and/or school records.

- Child(ren) not permitted to stay in their current school.

- Special Education testing/placement services were denied or unavailable.

- School District will not provide transportation to stay in the current school.

- Other _____

- I have written on the reverse side what has already been done to help me. *(Optional)*

Please call me at (337) _____, or at () _____.

Or, you can write to me at: *(Please print full address below.)*

Thank you in advance for looking into this matter.

Parent / Guardian Signature