

West Carroll Board of Education

Administrative Procedure

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| Required by: Board Policy: 6.503 McKinney-Vento Education Assistance Improvements Act of 2001 Subtitle B 721-725 | Descriptor Term: Homeless Student Enrollment | Approved: 03/01/2008 |
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1. The administrator or counselor who is handling enrollment determines that the student classifies as homeless as defined by Board policy 6.503.
2. The enrolling administrator or counselor confers with parents to determine the best placement for the homeless student.
 - a. The student may attend his or her *school of origin* (the school attended when the student was permanently housed) or the school within the LEA where the student's current nighttime residence is located.
 - b. If the student is unaccompanied, the administrator or counselor may consider the student's wishes in deciding where he or she will be educated.
 - c. In accordance with the student's best interests, he or she should be educated in the school of origin when feasible unless such a placement is contrary to the parent's wishes.
3. If it is determined that a West Carroll School is the best placement for the homeless student, he or she shall be enrolled immediately.
 - a. Failure to produce records normally required for enrollment (academic, immunization, proof of residency, etc.) may not be used as a basis for denying enrollment if the student is determined to be homeless.
 - b. The enrolling administrator or counselor should obtain detailed contact information from the parent.
4. If District personnel refer the homeless student to another school which is not the student's school of origin, the District shall provide a written explanation to the parent. This explanation will be provided to the student if he or she is unaccompanied. This explanation will include a statement regarding the right to appeal this decision.
 - a. If a dispute arises over school selection or enrollment, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute.
 - b. The parent/guardian or student shall be referred to the District homeless coordinator who will then carry out the dispute resolution process as expeditiously as possible.
5. Once enrolled, the homeless student will be provided services comparable to services offered to other students. No student will be segregated in separate classes, schools, or programs based solely upon his or her status as homeless.
6. If requested by the parent/guardian, the District may work with the school of origin to make transportation arrangements for the homeless student.
7. Once the homeless student is enrolled, District personnel shall maintain his or her records in a manner that facilitates the proper delivery of services.