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|  | **Descriptor Code: JBC(1)-R** |
| **Administrative Regulation****Homeless Students** |  |

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|  | Residency 1. A parent/guardian and student or an unaccompanied youth, with a questionable place of residence may present themselves to enroll at a public school.  School administrative personnel or designee should make a determination of the student's residential status based upon the definition in Section 103(a) 1,2 of the *McKinney-Vento Homeless Act*.  If the student is identified as homeless via the definition, carefully consider options provided by the law, presented in the next item (2), enroll the student, and determine free meals and transportation needs.

       Enrollment of a student shall not be denied or delayed due to any of the following reasons:            a.  Lack of transcripts/school records            b.  Lack of immunization/health records            c.  Residency requirements            d.  Guardianship/custody requirements            e.  Lack of transportation 2.  Homeless students have two options for enrollment: 1. Continue enrollment in the school/school district attended prior to homelessness;
2. Enroll in the school/school district where student is presently living.  Before making a decision, school administrative personnel should consult with parent/guardian and/or student and carefully consider what is in the best interest of the student (e.g. family plans, educational services, special programs, transportation, length of stay in sheltering facility).

**Definition:** Section 103 (a) of the *McKinney Act* defines the term *homeless* as including: 1. An individual who lacks a fixed, regular, and adequate nighttime residence; and 2.  An individual who has a primary nighttime residence that is:            a.  a supervised publicly operated shelter designed to provide temporary living  accommodations (including welfare hotels, congregate shelter, and transitional housing  for the mentally ill); b. an institution that provides a temporary residence for individuals intended to be  institutionalized; or 1. a public or private place not designed for, or ordinarily used as, a regular sleeping

 accommodation for human beings. Section 103 (c) excludes from the definition of homeless "any individual imprisoned or otherwise detained pursuant to an Act of Congress or a State Law." School and Health Records 1.  A homeless parent/guardian and student or an unaccompanied youth may want to enroll without  a transcript/grade records.  If so, school administrative personnel should contact the former  school by telephone to request the student's records and discuss immunization information and tentative placement.  They should then request a 30-day in-state or 30-day out-of-state extension certificate for immunization from the Superintendent or a designee.  The student should then be enrolled.  If it is determined that no records are available or exist, the local school should create a cumulative record folder in accordance with established guidelines.  School administrative personnel should obtain a simple release from the parent/guardian or unaccompanied youth to facilitate release of information by former school/school district.   *See* JBCA-E(2)2. If there are no records of the homeless student's immunization status, refer the student to the  local health department.  Guardianship/Custody 1.  A homeless student may arrive at the school without a parent or legal guardian and request to enroll.  If so, contact Central Registration and make every effort to contact the parent/guardian to advise them that the registration and enrollment process must be completed through Central Registration. Maintain documentation of all written/verbal communication and home visits to contact the parent/guardian. 2.  In exceptional cases where no parent/guardian cannot be located, contact the local social services agency (DFACS) to report the homeless child as a child in need of assistance. DFACS will appoint an adult (relative, friend or volunteer) who will act in place of parent to make education decisions.  A “Non-Parental Affidavit” form (*See* JBCA-E2) may be used to assist in obtaining the necessary authorization as part of this process  3. If the student is an Unaccompanied Youth of legal age, have the student report to Central Registration for enrollment.  Transfer/Withdrawal 1.  Homeless students often leave school without officially transferring or withdrawing from the  school.  In this event follow policy JBCD established by the Board of Education.      **Receiving school**:  If a homeless student is transferring without the proper transfer or withdrawal form from the previous school, enroll the student and call the former school for transfer and/or withdrawal information.      **Sending school**:  Give requested information by telephone if appropriate authorization is received. Forward records for the homeless student within 10 calendar days, upon receipt of records request.  Complete necessary forms to place student on transfer or withdrawal status at your school. 2. Homeless students may return to their former school or transfer to a new school within the  same academic year. Enroll the student and school administrative personnel  should contact the previous school to request the student's records and discuss  educational placement.  Student records should be received within 10 calendar  days.Resolution of Disputes Any dispute in regard to providing a public education to a child designated as homeless shall follow Board Administrative Regulation JCE In the event the dispute cannot be resolved locally, the parent may request a review of the dispute by the Assistant Superintendent of Special Instructional Programs, Georgia Department of Education.  The Assistant Superintendent of Special Instructional Programs will address the issues in the dispute within 10 days from the receipt of a written request for resolution. The Assistant Superintendent of Special Instructional Programs may, if the issue is not resolved in the written review, assign members of the Georgia Department of Education to make an on-site visit to further clarify and resolve the issue.  All complaints must be resolved within 60 days unless given written extension. The State Board of Education will review, hear, and rule on grievances from students or the Board of Education which have not been resolved by the Assistant Superintendent of Special Instructional Programs.  The decision of the State Board shall be final. Paulding County Schools Date Issued: 8/24/2001 Revised: 01/29/13   |   |

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