

ILLINOIS STATE BOARD OF EDUCATION

Accountability Division
100 North First Street, E-230
Springfield, IL 62777-0001

McKinney-Vento Homeless Education Grants
Title X, Part C

Determining Feasibility of School Placement: Individual Worksheet

Date	Name of Person Completing Worksheet and Job Title	
Name of School District/Agency		
Address (Include City, State and Zip Code)		
Telephone (Include Area Code)	E-Mail	

Homeless children frequently move, and maintaining a stable school environment is critical to their success in school. The research on highly mobile students indicates that it can take a student 4-6 months to recover academically after changing schools. Making school enrollment decisions "in the best interest of the child" is imperative for homeless children and youth in maintaining this stability. This worksheet will assist you in guidance through the process of determining homeless status and in information gathering on the enrollment options available.

Considerations for determining feasibility for educating child or youth in "school of origin." Include the following:

- The age of the child or youth
- Personal safety issues
- Length of anticipated stay in temporary shelter or other temporary location
- Time remaining in the school year
- Student's need for special instruction
- The commuting distance and impact on student's education

This worksheet will assist in the determination process and reflects the circumstances of the individual student experiencing homelessness.

Age	School Attended	Grade	IEP	504	Reg. Ed.	Ed Support	Other

Step 1: Determine whether a child or youth is homeless according to McKinney-Vento Act definition:

YES NO Does this child have a fixed, regular, and adequate nighttime residence? If NO, where does the family/youth reside:

shared housing emergency housing motel/hotel/campground

other: _____

If a student's living situation does not clearly fall into one of the situations above, then refer to the McKinney-Vento Act definition for consideration of the relative permanence of the living arrangements. Determinations of homelessness need to be made on a case-by-case basis. The following questions may assist with this process:

1. Does the family consider themselves to be homeless?
2. How did the family lose their housing?
3. Is the family paying rent?
4. Does the family have a lease? What is the timeframe of the lease?
5. Is the family looking for permanent housing?

(Step 1 - continued next page)

This child does not meet the criteria for homeless status under the McKinney-Vento Act Definition. Advise the family and assist in referral to an appropriate school within their attendance area.

This child/youth does meet the criteria for homeless status under the McKinney-Vento Act Definition. Continue to Step 2.

Step 2: Enroll the homeless child/youth in school.

School Selection.

The McKinney-Vento Law and the Illinois Education for Homeless Children Act support immediate enrollment in school of origin or in the school currently serving the geographic area where the homeless child/youth currently resides. The school of origin is the school where the child was enrolled when permanently housed or the school where the child was last enrolled. A youth who is not in physical custody of a parent or guardian is an unaccompanied youth.

1. Where is this child/youth currently residing?			
2. Where was the student last enrolled when permanently housed?		LEA:	Dates of Attendance
3. Where was the student last enrolled (If different from above)?			
4. What school(s) serve the current town of residence:			
5. What is the school enrollment preference of the parent/unaccompanied youth?			
6. Is there a continuity of instruction or educational program consideration?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Where are the siblings enrolled (If any)?			
8. Where is the family/unaccompanied youth seeking permanent housing? (If unknown, please check the unknown box.)			Unknown <input type="checkbox"/>
9. What is the time frame for acquiring permanent housing?			
10. Other			

TRANSPORTATION

If enrollment in the school of origin is the option requested by the parent/unaccompanied youth:

1. Will transportation be needed to the school of origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Distance from current residence to the school of origin?	
3. Are there personal safety issues related to transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Estimated length of time transportation to school of origin will be required?	

If transportation will be provided:

1. Estimated cost of transportation to school of origin?	Daily:	Weekly:
2. Type of transportation provided?	School Bus : <input type="checkbox"/>	Taxi: <input type="checkbox"/>
	Personal Vehicle: <input type="checkbox"/>	Reimbursement rate:

CONSULTATION

Individuals consulted regarding the feasibility of school enrollment:

DATE	NAME	POSITION	SCHOOL/SERVICE PROVIDER

Step 3: Action Plan

Develop an action plan for school enrollment to support full participation in all educational services for which the child/youth is eligible, including school nutrition, Title I Services, after school and/or morning programs, Head Start, Even Start, Preschool programs, and referrals to health, mental health, dental and other services as appropriate.

Strategy	Outcome	Timeframe	Person Responsible

Additional information:

Change in Homeless Status: Yes No Date: _____

Permanent address and contact information: _____

Step 4:

Provide a written enrollment decision to the parent/guardian/unaccompanied youth if the enrollment decision differs from the enrollment request of the parent or unaccompanied youth. The enrollment decision letter must come from the School District Administrator and must provide the information about the dispute resolution process. The enrollment decision letter must contain the following:

- describe the situation
- state the enrollment decision
- explain the reasons for the enrollment decision
- provide the contact information for the school District Homeless Liaison,
- provide the information about the dispute resolution process,
- include the names and contact information for free and low cost legal assistance for the family, and
- provide the address and contact information of the Illinois Homeless State Coordinator for proceeding with a dispute resolution appeal after the Ombudsperson dispute response.

Ms. Peggy Dunn, Illinois Homeless State Coordinator
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