



ICCSD McKinney-Vento Program

School Selection and Enrollment

1. School Selection

Homeless Students have two options for enrollment:

- The attendance area in which they are living
- Their school of origin

The District must make every effort to maintain homeless students in the school of origin---the school that the student attended when permanently housed or the school last enrolled.

Students can continue attending their school of origin for the entire time they are homeless and until the end of the academic year in which they became permanently housed.

If a student becomes homeless in between academic years, he or she can continue attending the school of origin for the following school year.

Students who become permanently housed over the summer will attend the school in the attendance area in which the student is actually living.

Homeless families new to the Iowa City Community School District:

- Homeless families new to the school district are to enroll in the attendance area where they are currently staying.
- Building administrators or Student and Family Advocates may consult with the Youth and Family Development Coordinator if there are questions or concerns of where a new student should enroll.
- If students are enrolling from a neighboring school district, the Youth and Family Development Coordinator can work with the parent / guardians and the homeless liaison from the sending district to determine if staying in their previous district (i.e. Clear Creek Amana) is feasible.

2. Screening

The District will screen for homeless families in two ways:

- All families will complete the survey question regarding their housing status during e-registration. (See attached screen shot.)
- ALL families will ALSO receive a hard copy of the screener from the building secretary.

3. Referral to Student and Family Advocate

- Building Secretaries will inform the Student and Family Advocate if a family has indicated that they are homeless either through E-registration or through the paper screener.
- If possible, the Student and Family Advocates will interview the family at the time of enrollment.
- If the Student and Family Advocate is not available, the secretary or other building staff will provide the family with a Welcome Packet and will ask the family when would be a good time for the Student and Family Advocate to contact them.
- Student and Family Advocates will copy building secretaries and building administrators on transportation and free lunch requests.
- Student and Family Advocates will enter homeless demographic data in Powerschool.

4. Call, fax and/or e-mail previous schools to obtain appropriate records.

If records do not come quickly, please contact the Youth and Family Development Coordinator to request them from the sending district's homeless liaison.

5. Enroll students immediately.

It is required that schools enroll students immediately--the same day or the following day.

6. Maintain confidentiality regarding the family's living situation.

It is a violation of FERPA to disclose a family's homeless situation. Student and Family Advocates, School Counselors and Building Principals will determine the "educational need to know" for other district staff. Requests for housing verification should be directed to the Youth and Family Development Coordinator.