

Administrative Rule 531 – Homeless Education Procedures

When a homeless child/youth seeks enrollment in the District, these procedures shall be followed:

1. The homeless child's parent/guardian or any unaccompanied homeless youth shall be advised of their choice of schools. The homeless youth shall be allowed to either continue his/her education in the school of origin for the duration of the homelessness or be placed in the school that non-homeless children/youth who live in the attendance area in which the child/youth is actually living are eligible to attend until regular, fixed and adequate housing is arranged, or until the end of the academic year. School selection decisions shall be made based on the best interest of the homeless child/youth.

If the District assigns a homeless child to a school other than the school of origin or a school requested by the parent/guardian or unaccompanied youth, the District shall provide a child's parent/guardian or unaccompanied youth a written explanation, including a statement regarding the right to appeal the school selection decision.

The school of origin means the school that the child/youth attended when permanently housed, or the school in which the child/youth was last enrolled.

2. The homeless child/youth shall be immediately enrolled in the assigned school. This must be done even if the child/youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation. The enrolling school shall immediately contact the school last attended by the child/youth to obtain relevant academic and other records. If the child/youth needs to obtain immunizations or medical records, the enrolling school shall immediately refer the parent/guardian or the unaccompanied homeless youth to the District's liaison for homeless children and youth, who is expected to assist in obtaining the necessary immunization or medical records.
3. The homeless child/youth shall be placed in an appropriate grade level by the school principal or designee, using the same procedures that are used for placing non-homeless children/youth attending that school. Educational programming and services shall be provided for the child/youth consistent with legal requirements and established District policies and procedures.
4. Once enrolled, homeless children/youth shall have all the rights and privileges of non-homeless children attending school in the District and shall be subject to the same rules and regulations.

At the request of the parent/guardian, or in the case of an unaccompanied youth, the local agency liaison, transportation will be provided for homeless children to the school of origin,

school of attendance area or school requested for the duration of homelessness or until the end of the academic year.

Once permanent housing is found, the family has a choice to stay in the school they are attending, attend their school of origin, or attend the school where they have found housing until the end of the academic year. The District will discontinue transportation accommodations provided under these provisions once regular, fixed and adequate housing is arranged or until the end of the academic year.

Regular, fixed and adequate housing is defined as any signed lease or long-term approved living situation. Self-paying day to day in a motel is not considered permanent housing.

In the case where the school of origin and current residence are different LEA's, the two school districts will agree on a method for transportation and share costs.

If a dispute arises over school selection or enrollment in a school:

- a. The homeless child/youth and parent/guardian shall be referred to the District's liaison for homeless children/youth, who shall carry out the dispute resolution process outlined by the Department of Public Instruction as expeditiously as possible after receiving notice of the dispute.

- b. The homeless child/youth shall be immediately enrolled in the school in which the enrollment is sought, pending resolution of the dispute.

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