

## **Families and Students in Transition**

Do you know a student or family that may be in need of assistance? Many families in Wisconsin have found themselves to be families in transition without a place to call home. Our school district is committed to assisting all homeless students receive the best education possible. The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative, adequate accommodations;
  - living in emergency or transitional shelters;
  - abandoned in hospitals; or
  - awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria,

Please contact Dr. Paul M. Schley, Homeless Liaison for the Cornell School District for additional information about the educational rights of homeless students. Dr. Schley can be reached at 715-239-6577 Ext. 2 or [pmschley@cornell.k12.wi.us](mailto:pmschley@cornell.k12.wi.us)

**All information will be kept confidential.**

## **District Procedures for Enrolling and Educating Homeless Youth**

The School District of Cornell will ensure that children and youth experiencing homelessness are provided with equal access to educational programs, have an opportunity to meet the challenging state academic standards, and are not segregated on the basis of their homeless status. They shall be provided services comparable to services offered other children in the district including transportation services, educational services for which the student meets the same eligibility criteria (e.g., special education, Title I, gifted and talented), career and technical education programs, and school nutrition programs. No student experiencing homelessness shall be required to attend a separate school or program because of their housing status, with the exception of programs that offer academic support. Furthermore, it is the intent of the district to establish safeguards that protect students experiencing homeless from discrimination on the basis of their homelessness.

The district will:

- Designate a homeless liaison.
- Identify and immediately enroll any child or youth (preschool to grade 12) experiencing homelessness, even without academic or medical records.
- Continue children or youth in their "school of origin" for the duration of their homelessness.
- Inform parents/guardians of the educational rights of their children.
- Provide transportation, at the request of the parent, to the school of origin.
- Ensure no barriers exist (for example, residency requirements, lack of transportation or school fees) for full educational participation.
- Develop partnerships with community agencies to identify and assist with basic services for homeless families, children, and youth.
- Ensure homeless students are not segregated or stigmatized.

The McKinney-Vento Act defines homeless children and youth (twenty-one years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up);
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative, adequate accommodations;
  - living in emergency or transitional shelters;
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- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

- Migratory children who qualify as homeless because they are living in circumstances described above.

When a homeless student enrolls, the following procedures shall be followed:

1. The student and/or guardian shall be informed of their choice of schools. The student shall be allowed to continue his/her education in the school of origin for the duration of the homelessness or placed in the school that other children living in the same attendance area attend.
2. The student shall be enrolled immediately, even if records normally required for enrollment are not available.
3. The student shall be placed in an appropriate grade level using the same procedures that are used to place other children. Educational programming and services shall be provided for the student consistent with legal requirements and established district policies and procedures.
4. Once enrolled, homeless students shall have the same rights and privileges as non-homeless students and shall be subject to the same school rules and regulations.

If a dispute arises over school selection or enrollment, the following procedures shall be followed:

1. The parent/guardian or unaccompanied youth shall be referred to the district's Homeless Liaison who will assist the complainant through the local district's dispute resolution process outlined by the Department of Public Instruction. If the dispute cannot be resolved at the district level, the complainant can appeal the district decision to the Wisconsin Department of Public Instruction.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute.

The School District of Cornell is committed to providing the best education possible for every student in the district.

**Homeless Referral**  
**All Information Must Be Kept Confidential**

**Student Name:**

**Grade:**

**Parent/Guardian Name (if available):**

**Person Making the Referral:**

**Date Referred:**

**Reason for Referral:** Check the appropriate status for the identified homeless student being referred.

Living with family

Separated from family

Foster care pending

Runaway

Unaccompanied youth

Throwaway (kicked out of home or abandoned, possibly due to pregnancy,

LGBT issues, family conflicts, parental mental health, or AODA issues)

Released from penal institution

Abandoned

Other-Specify \_\_\_\_\_

**Living Arrangements:** Check the appropriate status for the identified homeless student being referred.

In a shelter

Doubled-up

In a hotel/motel

Unsheltered (on the street, car, park, campground, abandoned building)

Other-Specify \_\_\_\_\_

**Actions taken by Homeless Liaison:**

Liaison's/Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dr. Paul M. Schley

**Referral Form**  
**Mc Kinney-Vento Homeless Referral**  
 (one form per family)

**Homeless Liaison:**  
**Contact Information:**  
**Date:**

**School-Aged Children** (Please list oldest child first)

Student Last/First Name	Birthdate	Special Ed.	School Enrolled	Grade	Gender
		<input type="checkbox"/> yes <input type="checkbox"/> no			<input type="checkbox"/> M <input type="checkbox"/> F
		<input type="checkbox"/> yes <input type="checkbox"/> no			<input type="checkbox"/> M <input type="checkbox"/> F
		<input type="checkbox"/> yes <input type="checkbox"/> no			<input type="checkbox"/> M <input type="checkbox"/> F
		<input type="checkbox"/> yes <input type="checkbox"/> no			<input type="checkbox"/> M <input type="checkbox"/> F
		<input type="checkbox"/> yes <input type="checkbox"/> no			<input type="checkbox"/> M <input type="checkbox"/> F
		<input type="checkbox"/> yes <input type="checkbox"/> no			<input type="checkbox"/> M <input type="checkbox"/> F
Non-School Aged Children Last/First Name	Birthdate	Early Childhood	School Enrolled	Gender	
				<input type="checkbox"/> M <input type="checkbox"/> F	
				<input type="checkbox"/> M <input type="checkbox"/> F	
				<input type="checkbox"/> M <input type="checkbox"/> F	
				<input type="checkbox"/> M <input type="checkbox"/> F	

**Last School Attended:** \_\_\_\_\_

Lives With:	Last Name	First Name	Address (city, state, zip)	Home Phone	Work Phone
<input type="checkbox"/> Father					
<input type="checkbox"/> Mother					
<input type="checkbox"/> Other					
<input type="checkbox"/> Guardian <input type="checkbox"/> Relative <input type="checkbox"/> Other (Specify)					

**What Services are needed by family:**

**Areas of Educational and Related Services:**

- Transportation
- School Supplies
- Help with enrollment
- Tutoring or other instructional support
- Counseling (indiv. or group)
- Activity Fees
- Special Education (List area(s) \_\_\_\_\_)

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- Gifted or Talented Programs
- Pre-school Programs
- After-school Programs
- Other Languages Spoken (Bilingual/ESL)
- School/health records needed
- Special Security/Safety Issues
- Truancy Issues
- Other *Specify:*

**Areas the district will provide family assistance:**

- Referral for Community Resources
  - Medical, Dental and Other Health Services
  - Mental Health Services
  - Food and Clothing
  - Housing Support
- Addressing needs related to domestic violence
- Parent education related to rights/resources
- Other *Specify:*

**Family/Student Living:**

- Doubled-Up
- In a motel/hotel
- In a shelter/transitional living program
- Unsheltered (e.g., cars, parks, etc.)
- Awaiting Foster Care placement
- Runaway child or youth
- Unknown

**Please explain what is specifically needed from each category (If more space needed use back of page):**

<b>Referred by:</b>	<b>Title/Agency:</b>	<b>Phone No.:</b>
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