The Gettysburg Montessori Charter School is a free K-6 public school. To submit an application to the school, children must be 5 years old by September 1 and be a Pennsylvania resident.

Please complete our enrollment packet for each student enrolling in the school. Please print clearly being sure to include the student’s name at the bottom of each page of the packet. Note: Students are not officially enrolled until all required forms have been submitted.

- Charter School Student Enrollment Notification Form
- Enrollment Application Form
- Special Programs and Photo/Video/Web Release
- Emergency and Health Information Form
- Home Language Questionnaire
- Homeless Survey
- State Entry Data Questionnaire
- Request for Transfer of Educational Records (for students enrolled in a school previously)
- Free and Reduced Meal Programs Form (Optional)
- Copy of Birth Certificate
- Proof of Residence of parents/guardians (driver’s license, local or state tax documents)
- Copy of Student’s Immunization Record
- Physical Examination
- Dental Examination
- Court/Custody Documents

Office Use Only

Student ID# ___________________________ PA Secure ID ___________________________

Grade Entering ______ Transportation needed by home district ______ yes ______ no

Student Name __________________________

Date Application Received ___________________________ Start Date ______________________

- Birth Certificate: Date of Birth ___________________________
- Proof of Residence: Type ___________________________

School District of Residence ___________________________

Special Education/IEP/504/RtI ___________________________

School Language Results ______ Free/Reduced Lunch ______

Teacher’s name ___________________________ McKinney-Vento act __________________
Charter School Student Enrollment Notification Form
For School Year 2019-2020

Warning: A child enrolled in another public school or a nonpublic or private school cannot, at the same time, enroll in a charter school.

Name of Charter School: Gettysburg Montessori Charter School
Address: 888 Coleman Road, Gettysburg PA 17325

Charter School Contact Person: Jackie Hoover or Leigh Gugliette
Email: JHoover@GettysburgMontessoriCharter.org
Telephone: 717.334.1120
Address: Leigh@GettysburgMontessoriCharter.org

I. Student Information:

Last Name: ___________________________ First Name: ___________________________ MI: __________
Home Address: ___________________________
City: ___________________________ State: ________ Zip Code: ________
County: ___________________________ Telephone: ___________________________

Mailing Address (If Different From Home Address)
City: ___________________________ State: ________ Zip Code: ________

Date Of Birth: ___________________________ Age: ________

II. School District of Residence and Former School Information

School District of Residence: ___________________________

Former School Information (Other Than Pre-School):
Public School ________ Charter School ________ Home School ________ Nonpublic School ________

Student Not Enrolled in School Preceding Enrollment in Charter School Because:
Entering Kindergarten ________ Re-Enrolling Dropout ________ Other ________

Name of Former School: ___________________________
Address of Former School: ___________________________

Previous Grade: ___________________________
Was Your Child Receiving Special Education Services Based On An Iep? ________ Yes ________ No
If Yes, Do You Have The Child’s Special Education Records (Iep)? ________ Yes ________ No

Charter School Student Enrollment Notification Form
Instructions for this can be found at www.pde.state.pa.us. Under the K-12 Schools folder, click on Public Schools, then Charter School, then Reporting.
III. Parent/Guardian Information:

<table>
<thead>
<tr>
<th>Child Lives With:</th>
<th>Both Parents</th>
<th>Both Parents</th>
<th>Mother Only</th>
<th>Father Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Guardian</td>
<td></td>
<td>Alternately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foster Parents</td>
<td></td>
<td>Other Adult</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Custodial Court Instructions:
(If Yes, Please Provide a Copy of Court Order.)

| Yes | No |

Complete Parent/Guardian Name and Address Information As Applicable

**Father's Name**

<table>
<thead>
<tr>
<th>Address:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Telephone:</td>
<td>Work Telephone:</td>
<td></td>
</tr>
</tbody>
</table>

**Mother's Name**

<table>
<thead>
<tr>
<th>Address:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Telephone:</td>
<td>Work Telephone:</td>
<td></td>
</tr>
</tbody>
</table>

If The Student Is Not Living With Parents, Please Complete This Section.

<table>
<thead>
<tr>
<th>Guardian's Name</th>
<th>Or</th>
<th>Foster Parent's Name</th>
<th>Or</th>
<th>Other Adult Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
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<td>City:</td>
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<td>State:</td>
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</tr>
<tr>
<td>Zip Code:</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

My signature on this form indicates my decision to have my child attend the charter school named on page 1 of this form and signifies my request that appropriate school records be forwarded from the school district to the charter school. **My signature also certifies that my child is not, and will not be, enrolled in another public school, a nonpublic school or a private school at the same time he or she is enrolled in this charter school.**

**Signature of Parent/Guardian:**

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

IV. To Be Completed By Charter School:

**Verification of Date of Birth:**

<table>
<thead>
<tr>
<th>Birth Certificate</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proof of Residency</td>
<td></td>
</tr>
<tr>
<td>Mortgage Statement</td>
<td>Lease</td>
</tr>
<tr>
<td>Utility Bill</td>
<td>Other</td>
</tr>
</tbody>
</table>

**Official Enrollment Date:**

<table>
<thead>
<tr>
<th>Anticipated Date of Attendance:</th>
</tr>
</thead>
</table>

**Grade Student Is Entering:**

**Signature of Charter School Representative:**
Enrollment Application Form

Student Information:

School Year Applying For: __________________________ Grade: ____________

Full Legal Name of Student: __________________________

Nickname: __________________________

Date of Birth: __________________________ Gender: __________________________ SS#: __________________________

Ethnicity: ___ American Indian/Alaska Native ___ Asian ___ Black, not Hispanic ___ Caucasian ___ Hawaiian/Pacific Islander ___ Hispanic ___ Multiracial ___ Other: __________________________

Address: __________________________________________

Resident School: __________________________________________

Sibling Information (please write the name, age, and school child is attending)

Name: __________________________ Age: ___ School: __________________________

__________________________________________

__________________________________________

__________________________________________

Other Adults Living in the Household (please write the name, age and relation to the student)

Name: __________________________ Age: ___ Relationship: __________________________

__________________________________________

Parent Information:

With which parent does the child live? Please explain any custody arrangements: __________________________

__________________________________________

__________________________________________

Mother’s Name: __________________________ Employer: __________________________

Address: __________________________________________

Email: __________________________________________

Phone (Home): __________________________ (Cell): __________________________ (Work): __________________________

Father’s Name: __________________________ Employer: __________________________

Address: __________________________________________

Email: __________________________________________

Phone (Home): __________________________ (Cell): __________________________ (Work): __________________________
Special Programs and Photo/Video Release

Special Programs:

Has your child been evaluated for and/or participated in any of the following special services?
- Gifted & Talented
- Title 1 / Chapter 1
- Special Education (IEP, 504, RtI)
- English as a Second Language (ESL)
- Other: ____________________________

If you checked Special Education, do you have the student’s special education records?
- Yes
- No

Photo/Video Release:

Dear Parent/Guardian: Throughout the year there are occasions when the school will want to take pictures/videos of your child participating in activities. We may use these for our school webpage or local newspapers. We are requesting that you check two and sign a photo/video release for your child.

- I give my consent for the school to use pictures/videos of my child on the school webpage and the school yearbook.
- I give my consent for the school to use pictures/videos of my child in the newspapers and the Gettysburg Montessori Charter School Facebook page.
- I do not give my consent for the school to use pictures/videos of my child on the school webpage and the school yearbook.
- I do not give my consent for the school to use pictures/videos of my child in the local papers and the Gettysburg Montessori Charter School Facebook page.

________________________________________  _________________________
Parent/Guardian Signature                  Date

Student Name: ____________________________

Page 4 2019
Emergency and Health Information Form:
Child's Full Legal Name: ___________________________ Date of Birth: __________
Child's Address: ____________________________________________
Mother/Guardian Full Name: _____________________________
Mother's Phone (Home): ___________________________ (Cell) ___________________________ (Work)
Father's Phone (Home): ___________________________ (Cell) ___________________________ (Work)
Other Emergency Contacts:
Name: ___________________________ Relationship: ___________________________ Phone: ___________________________
Name: ___________________________ Relationship: ___________________________ Phone: ___________________________
Primary Physician Information:
Doctor's Name: ___________________________ Phone: ___________________________
Dentist's Name: ___________________________ Phone: ___________________________
Type of Insurance: ____ HMO ____ Medicaid ____ No Health Insurance ________________________ Other
Health Insurance Carrier: ___________________________ Group No. ___________________________
If the student is covered by Medicaid, provide the Medicaid number: ___________________________

Read and Check:
____ I understand that for those school health and health-related services that the Medicaid-eligible student may be receiving – including but not limited to: vision and hearing screenings, nursing services, speech therapy, occupational and/or physical therapy – the school district has the right to receive partial reimbursement from Medicaid for those services rendered.

Please list any serious allergies, conditions (including physical or emotional) or restriction the student has:
_________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Does your child have any health concerns such as allergies, asthma, or any other condition that we must know about in order to make decisions on the proper medical care for your child in case of an emergency?
_________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Emergency Release
Gettysburg Montessori Charter School will attempt to reach the parent/legal guardian or one of the people listed as an emergency contact, but if none of these people can be reached, school personnel have permission to use discretion in securing medical aid in an emergency. It is understood that neither Gettysburg Montessori Charter School nor the person responsible for obtaining the medical aid will be responsible for the expense incurred.
Parent/Guardian Signature: ___________________________ Date: ___/___/___
Copy of Student's Immunizations

Please attach a copy of the student's immunizations to the back of the application.

Copy of Student's Birth Certificate

Please attach a copy of the student's birth certificate to the back of the application.

Proof of Residence

Please attach a copy of a driver's license, local or state tax documents, voter registration, or other official documents addressed to the parent/legal guardian living with the student.

Photo ID

Driver's License, state issued photo id card, or passport

Free and Reduced Meals Programs (optional)

All public schools must be able to report the percentage of students whose families are eligible for Federal Free or Reduced Meals Programs (F.A.R.M.). These statistics are also used in many of the state and federal grant programs. All information is strictly confidential.

Does your child qualify for the Free or Reduced Meals program? _____yes _____no _____not sure

You may access this form on our website: gettysburgmontessoricharter.org under student information – school meals – located under the price for school meals. You may also go directly to the site to apply https://www.compass.state.pa.us/Compass.Web/public/cmphome.
 McKinney-Vento Act

Student ID Number

Confidential Information:

Complete this only if: (1) it reflects your child's current living situation; or (2) your living situation if you are a youth not living with a parent or guardian. (Your answer will help school staff with school enrollment and may enable the student to receive additional services.) Check one that reflects your living situation.

Student lives:
____ with relatives or others due to lack of housing; _____ in a motel/hotel, camp ground, or other similar situation due to lack of alternative, adequate housing; _____ in a shelter; _____ at a train or bus station, park, or in a car; _____ in an abandoned apartment/building; _____ temporarily housed in a shelter awaiting Department of Social Services permanent foster care placement; _____ not living with a parent or guardian

____ None of the above living situations applies to my child (if this is checked, you do not need to complete this form).

Date: __________ School: __________________________
Student Name: ____________________________ Birthdate: __________________________
Student Address: ____________________________

Does this student receive special education services? _____ Yes _____ No

Is this student residing in this school district? _____ Yes _____ No

What is the school of origin?

Are alternative transportation services needed? _____ Yes _____ No

Student Ethnicity:

Sibling: ______________ Birthdate: ______________ School: ______________
Sibling: ______________ Birthdate: ______________ School: ______________
Sibling: ______________ Birthdate: ______________ School: ______________

Parent/Guardian Information:
Name: ____________________________ Phone: ____________________________
Address: ____________________________
Email: ____________________________

Emergency Contact:
Name: ____________________________ Phone: ____________________________
Address: ____________________________
Relationship: ____________________________
Referring Source & Relationship to Student: ____________________________
Phone: ____________________________
Home Language Questionnaire

1. What language(s) is spoken in the student’s home or residence?
   ____ English  ____ Spanish  Other: ________________________________

2. What language(s) is spoken most of the time to the student in the home or residence?
   ____ English  ____ Spanish  Other: ________________________________

3. What language(s) does the student understand?
   ____ English  ____ Spanish  Other: ________________________________

4. What language(s) does the student speak?
   ____ English  ____ Spanish  Other: ________________________________

5. What language(s) does the student read?
   ____ English  ____ Spanish  Other: ________________________________

6. What language(s) does the student write?
   ____ English  ____ Spanish  Other: ________________________________

Student’s Name: ________________________________________
State Data Questionnaire

1. Student Name: __________________________________ Current Grade: _________

2. Student’s Date of Birth: ______________________________________________

3. Mother’s Name: _______________________________________________________

4. Father’s Name: _______________________________________________________

5. Legal Guardian (if child does not live with parents): ______________________

6. Where was child born? City: _________________________ State: ____________

7. What year did your child first start attending school? ______________________

8. When did your child enter the State of Pennsylvania? ______________ MM/DD/YYYY

9. When did your child start attending a school in Pennsylvania? _____________ MM/DD/YYYY

Parent or Legal Guardian Name and Signature

Please Print First and Last Name ___________________________ Date ____________

Please Sign First and Last Name ___________________________
Request for Transfer of Educational Records

Well hereby authorize:

Name of Previous School: ____________________________
Phone: ____________________________ Fax: ____________________________
Address: ____________________________
City: ____________________________ County: ____________________________ State: ____________________________

To release information from the records of:

Student’s Full Name: ____________________________ Birth Date: ____________________________

To Gettysburg Montessori Charter School for the purpose of: Student Registration/Enrollment

Academic Records including report cards, transcripts, cumulative records
PA Mandated Personal Health Information including immunizations, physicals, school time patient
care and dental exams
Discipline Records
Attendance Records
Special Education Records including IEP, 504, RtI, Evaluation and Reevaluation reports, progress
monitoring reports
Special Services Assessments such as psychological, Chapter 15 Service Agreement, vocational, etc.
PA Secure ID number (for PA Students)

I acknowledge notification of this transfer of records as required by the Family Educational Rights and
Privacy Act of 1974 and understand that I have an opportunity for a hearing to inspect and review any
and all official school records. I understand that the information transferred will be treated in a
confidential manner and will not be transmitted to a third party without my consent. When records are
requested by school personnel for a student who has or is enrolling in a school system, parental
permission is not required.

Parent or Legal Guardian Name and Signature

Please Print First and Last Name ____________________________ Date ____________________________

Please Sign First and Last Name ____________________________

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The school will ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth. Homeless students may reside in shelters, hotels, motels, cars, tents or be temporarily doubled-up with a resident family because of lack of housing. In case of homeless students, traditional concepts of “residence” and “domicile” do not apply. Homeless children and youth lack a fixed, regular, and adequate nighttime residence. Included within the definition of homeless children and youth are those who are “awaiting foster care placement” and “unaccompanied homeless youth.”

Unaccompanied homeless youth may enroll without documents and without the help of an adult. Unaccompanied homeless youth includes any child who is “not in the physical custody of a parent or guardian.” Falling within this definition are those students who ran away from home, been thrown out of their home, or been abandoned or separated from their parents or guardian. Youth awaiting foster care placement include those who are placed in an emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers or placements for the sole purpose of evaluation.

When necessary, the school administration will consult with the respective county children and youth agencies to determine if a child meets the definition of “awaiting foster care placement”, including, on a case-by-case basis, whether a child who does not clearly fall into one of these categories is nevertheless a child “awaiting foster care placement.” Homeless youth are entitled to immediate enrollments, if a space exists pursuant to the Admissions/Lottery Policy and their families are not required to prove residency regarding school enrollment. These students are considered residents of the district where they are presently residing, or continue their education in the district of prior attendance.
Submitting Enrollment Complaints to the Department of Education

When a dispute arises regarding enrollment of a student, the person attempting to enroll the child or the school may bring the dispute to the attention of the Department’s School Services Unit. A complaint may be filed by mail (333 Market St. Harrisburg, PA 17126), email, or by phone with written follow up. After receipt of a complaint, a Department representative will contact the school, family or other involved parties to ascertain the facts, determine whether the child is entitled to enrollment at the school, and attempt to resolve the problem. These contacts, whenever possible, will occur within five (5) days of receipt of the complaint. If the complaint is not amicably resolved, a written determination will be made and sent to the school and the individual who filed the complaint. If the school does not enroll the student within five (5) school days after receiving the written determination and space exists pursuant to the school’s Admission/Lottery Policy, the Department will issue a letter to the school requesting its position on the matter. The school will have five (5) school days to respond to the request. If the school refuses to enroll the student or does not respond, the matter will be forwarded to the Department’s Office of Chief Counsel (OCC). The OCC and the Deputy Secretary for Elementary/Secondary Education will determine if the school’s response is valid to deny enrollment. If not, the Deputy Secretary will determine what additional measures may be necessary to assure enrollment.
INTRODUCTION

Children and youth experiencing homelessness face unique challenges in accessing and succeeding in school. Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, reauthorized in 2015 by Title IX, Part A of the Every Student Succeeds Act (42 U.S.C. § 11431 et seq.; hereafter the McKinney-Vento Act), establishes the definition of homeless used by U.S. public schools, and the educational rights to which children and youth experiencing homelessness are entitled. For schools to be able to provide services to students in homeless situations, they first must be able to identify these students. To this end, an effective understanding of the McKinney-Vento definition of homeless is a key first step to ensuring the delivery of needed supports to some of our nation's most vulnerable students.

McKinney-Vento Definition of Homeless

42 U.S.C. § 11434a(2)

The term “homeless children and youth”—
A. means individuals who lack a fixed, regular, and adequate nighttime residence...; and
B. includes—
   i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
   ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...;
   iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
   iv. migratory children...who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).
This brief provides local homeless education liaisons1 (hereafter local liaisons) and other school personnel with an in-depth understanding of the McKinney-Vento definition of homeless. The brief also outlines a step-by-step process for making determinations of McKinney-Vento eligibility on a case-by-case basis. Briefs on additional homeless education topics are available at http://center.serve.org/nche/briefs.php.

GENERAL CONSIDERATIONS WHEN DETERMINING ELIGIBILITY

When making determinations of McKinney-Vento eligibility, the most important and fundamental step is to familiarize yourself with the Act’s definition of homeless, paying close attention to legislative wording. Key legislative phrases may provide needed clarity when evaluating whether a particular child’s or youth’s living arrangement meets the definition. In addition, NCHE recommends the following considerations when determining eligibility:

Remember to make determinations on a case-by-case basis, considering what is known about each individual child’s or youth’s circumstances.

Understand that some cases will be clear-cut and lend themselves to easy determinations, while others may require further inquiry and a more nuanced analysis. Requests for additional information from parents, guardians, or unaccompanied youth should be conducted privately and diplomatically.

Remember that under the McKinney-Vento Act, the local liaison is charged with ensuring that homeless children and youth are identified by school personnel through outreach and coordination activities with other entities and agencies [42 U.S.C. § 11432(g)(6)(A)(i)]. As such, while the Act establishes the need for a collaborative approach to identifying eligible students, the local liaison maintains the final authority for making determinations. Local liaisons in some districts, particularly those with large student bodies, may choose to appoint and train school-level points of contact to assist with determining eligibility. It is important to speak with the local liaison in your district to determine what steps you should take should you come into contact with a student you believe might be experiencing homelessness.

STEP-BY-STEP PROCESS

A STEP-BY-STEP PROCESS

STEP 1: GET THE FACTS

The first step in determining McKinney-Vento eligibility is gathering information about the child’s or youth’s situation. To this end, NCHE recommends the following strategies:

Use a housing questionnaire that asks about the child’s or youth’s living arrangement as part of your district’s enrollment paperwork. If the questionnaire indicates that the student might be experiencing homelessness, refer the questionnaire to the school point-of-contact or local liaison for next steps. For sample housing questionnaires that can be tailored for use in your district, visit http://center.serve.org/nche/lbt/sc_eligibility.php.

Avoid using the term “homeless” on school forms and in conversation with families or youth. Many families or youth would not want to be called “homeless” due to the stigma that may be associated with the term. Further, families or youth may not consider themselves homeless even though their living arrangement meets the definition.

If additional information is needed, explain to the family or youth that you are requesting this information to help

---

1 The McKinney-Vento Act requires school districts to designate an appropriate staff person, who may also be a coordinator for other Federal programs, as a local liaison to carry out the duties described in the Act. [42 U.S.C. § 11432(g)(1)].
you determine whether the child or youth would be eligible for additional supports. Conduct this conversation in a private space and in a diplomatic manner, understanding that these conversations are very personal for the family or youth.

Refrain from contacting people or agencies outside the school system to seek more information about the family’s or youth’s situation. Information about the living arrangement of a child or youth experiencing homelessness is considered to be part of the student’s education record and, as such, is covered by the privacy protections included in the Family Educational Rights and Privacy Act (FERPA) [42 U.S.C. § 11432(g)(3)(G)].

**STEP 2: ANALYZE THE FACTS.**

Now that you have gathered needed information, the next step is to determine whether the child’s or youth’s living arrangement meets the McKinney-Vento definition of homeless (see the McKinney-Vento Definition of Homeless sidebar). To make a determination of homelessness, consider whether the student’s living arrangement fits into one of the specific examples listed in the definition. If not, consider whether the student’s living arrangement, although not mentioned explicitly in the law, would be considered homeless because it is not regular, and adequate. See Appendix A: A Guide for Determining McKinney-Vento Eligibility for more information on walking through this process.

**STEP 3: SEEK ADDITIONAL INPUT, AS NEEDED.**

If, after gathering and analyzing available information, you still are not sure if a child or youth should be considered McKinney-Vento eligible, consider consulting with

the local liaison in your district (if you are not your district’s local liaison) or in the neighboring district (if you are the local liaison and have a collegial relationship with neighboring liaisons).

the State Coordinator for Homeless Education in your state. Visit http://center.serve.org/nche/states/state_resources.php for contact information.

the National Center for Homeless Education hotline. Contact 800-308-2145 or homeless@serve.org.

**CONFIRMING MCKINNEY-VENTO ELIGIBILITY**

In the process of determining McKinney-Vento eligibility, school districts may encounter instances where they believe it may be necessary to take steps to confirm information provided about a child’s or youth’s living arrangement. In these cases, districts must ensure that all such efforts are reasonable, grounded in discretion and sensitivity, and in keeping with the mandates of the Family Educational Rights and Privacy Act (FERPA). For more information, download Confirming Eligibility for McKinney-Vento Services at http://nche.ed.gov/briefs.php.

Finally, remember that determining eligibility is only the first step in providing students in homeless situations with needed supports, as required by the McKinney-Vento Act. Once your district determines that a child or youth is McKinney-Vento eligible, the district and school should provide all rights and services required by law. Visit the NCHE website at http://nche.ed.gov for more information.

**REFERENCES**


APPENDIX A: A GUIDE FOR DETERMINING MCKINNEY-VENTO ELIGIBILITY

When determining eligibility for McKinney-Vento rights and services, it helps to follow an orderly process. Once needed information about a student’s circumstances has been gathered, consider whether the student would be considered homeless because the student’s living arrangement fits into one of the specific examples listed in the McKinney-Vento Act’s definition of homeless. If not, would the student be considered homeless because his or her living arrangement, although not mentioned explicitly in the law, is not fixed, regular, and adequate?

DOES THE STUDENT’S LIVING ARRANGEMENT FIT INTO ONE OF THE SPECIFIC EXAMPLES LISTED IN THE MCKINNEY-VENTO ACT’S DEFINITION OF HOMELESS?

To determine whether a student’s living arrangement is mentioned specifically in the definition of homeless, it is helpful to consider the definition phrase by phrase.

**Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason**

*Sharing the housing of other persons* implies that the family or youth is staying in someone else’s housing. Questions to help determine if this is the case include:

Is the family or youth living in someone else’s residence as an urgent measure to avoid being on the street or in another precarious situation?

Where would the family or youth live if not sharing someone else’s housing?

Does the family or youth have a legal right to be in the residence?

Can the family or youth be asked to leave at any time with no legal recourse?

*Due to loss of housing* implies that the family or youth has no personal housing available. Did the family or youth lose their previous housing due to

an eviction or an inability to pay the rent, mortgage, and/or other bills?

destruction of or damage to the previous housing?

abuse or neglect (such as in the case of a youth who leaves or is asked to leave the home)?

an inadequate or hazardous physical environment caused by infestations, drug or alcohol abuse, domestic violence, or some other unsafe or untenable circumstance?

the absence of a parent or guardian due to abandonment, death, incarceration, or a similar reason?

*Economic hardship* implies that limited financial resources have forced the family or youth to leave personal housing due to an inability to pay the rent, mortgage, and/or other bills, and share someone else’s housing. The way that the shared housing came about and the intention of the residents are significant. Has the family or youth been forced to share someone else’s housing due to economic hardship caused by an accident or illness, the loss of employment or public benefits, or a similar reason?

**Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations**

The phrase *due to the lack of alternative adequate accommodations* can help determine whether the named living situations would meet the definition of homeless.
Most families or youth living in motels, hotels, or camping grounds are likely to be considered homeless, as these arrangements are rarely fixed, regular, and adequate, or intended to serve as a permanent residence; however considering whether alternative adequate accommodations are available can help identify possible exceptions.

Most trailers would be considered fixed, regular, and adequate residences; however asking questions about the condition and size of the trailer, the number of people living there, the intended length of stay, and whether the family or youth needs and has an adequate alternative accommodation available can help identify possible exceptions. For further consideration, see the discussion of substandard housing below.

**Living in an emergency or transitional shelter**

Children and youth living in emergency or transitional shelters are considered homeless. This includes children and youth living in youth shelters, family shelters, domestic violence shelters, and transitional living programs.

**Abandoned in hospitals**

This portion of the definition is largely self-explanatory.

**Living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings**

This portion of the definition is largely self-explanatory.

**Living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting**

This portion of the definition also is largely self-explanatory, with the exception of “substandard housing”. While the law does not define this phrase, the U.S. Department of Education includes the following considerations for determining substandard housing in Question A-3 of its *Education for Homeless Children and Youths Program Non-Regulatory Guidance* (2017). In considering whether a living arrangement would be considered substandard, districts may consider whether the arrangement

- lacks one of the fundamental utilities, such as water, electricity, or heat;
- is infested with vermin or mold;
- lacks a basic functional part, such as a working kitchen or toilet; or
- may present unreasonable dangers to adults, children, or persons with disabilities.

Further, the *Guidance* states that standards for adequate housing may vary by locality, underscoring the need to consider housing within the context of broader community norms and local or state building codes.

**Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii)**

Migrant children, as defined by the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act [20 U.S.C. § 6399(3)], are mentioned specifically in the definition of homeless, as migrant families often live in conditions of poverty and may not be able to afford fixed, regular, and adequate housing. Migrant children and youth, however, are not categorically McKinney-Vento eligible; rather they are eligible to the extent that their living arrangement is one described in the Act's definition of homeless. For more information, download *Migrant Students Experiencing Homelessness: Rights and Services under the McKinney-Vento Act* at [http://nche.ed.gov/briefs.php](http://nche.ed.gov/briefs.php).
If the student’s living arrangement does not fit into one of the specific examples listed in the McKinney-Vento Act’s definition of homeless, is it another type of housing that is not fixed, regular, and adequate?

If the student’s living arrangement does not fit any of the specific situations listed in the law, the student still might be considered McKinney-Vento eligible if he or she lives in housing that would not be considered fixed, regular, and adequate. While the statute does not define these terms, the following working definitions may be helpful.

**Fixed**

placed or attached in a way that does not move easily (Merriam-Webster.com)
securely placed or fastened (Merriam-Webster.com)
not subject to change or fluctuation (Merriam-Webster.com)

Inhabitant

one who, although he may not be a citizen, dwells or resides in a place permanently or has a *fixed* [emphasis added] residence therein, as distinguished from an occasional lodger or visitor (Ballentine’s Law Dictionary)

Domicile

the place where a person has his true *fixed* [emphasis added] permanent home and principal establishment, and to which place he has, whenever he is absent, the intention of returning, and from which he has no present intention of moving (Ballentine’s Law Dictionary)

**Regular**

happening over and over again at the same time or in the same way; occurring every day, week, month, etc. (Merriam-Webster.com)
recurring, attending, or functioning at fixed, uniform, or normal intervals (Merriam-Webster.com)
conforming to an established rule, principle, or custom (Ballentine’s Law Dictionary)
consistent; following a fixed procedure or schedule; acting or happening at uniform intervals (Ballentine’s Law Dictionary)

**Adequate**

sufficient for a specific requirement (Merriam-Webster.com)
fully sufficient; equal to what is required; lawfully and reasonably sufficient (Ballentine’s Law Dictionary)
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The National Center for Homeless Education (NCHE) operates the U.S. Department of Education's technical assistance center for the federal Education for Homeless Children and Youth (EHCY) Program. NCHE is supported by the U.S. Department of Education's Office of Safe and Healthy Students. The contents of this brief were developed under a grant from the Department; however, these contents do not necessarily reflect the views or policies of the Department.

Every state is required to have a State Coordinator for Homeless Education, and every school district is required to have a local homeless education liaison. These individuals oversee the implementation of the McKinney-Vento Act. To find out who your State Coordinator is, visit the NCHE website at http://nche.ed.gov/states/state_resources.php.

For more information on issues related to the education of children and youth experiencing homelessness, contact the NCHE helpline at 800-308-2145 (toll-free) or homeless@serve.org.

Local Contact Information:

Enter local contact information here