

DISTRICT HOMELESS LIAISON RESPONSIBILITIES

- Inform parents of the rights of homeless students and secure written documentation of same
- Review status/educational success of homeless students at minimum, quarterly
- Ensure continued school attendance of homeless students
- Refer student and family to proper educational and social service support

The liaison of the district of temporary residence, upon receiving the notification of a homeless child housed temporarily in the district, should notify the liaison of the district of origin within 24 hours.

The liaison in the district of origin shall coordinate placement procedures based on the best interest of the child in consultation with the parent(s) or guardian(s). Placement decisions must be made immediately to enroll students in classes and school activities. School attendance choices:

1. the district of origin, which is the school the child was attending when becoming homeless;
2. the school district the child last attended;
3. the school district where the child is living temporarily

When a decision is made to enroll the child in a district other than the district of origin, all relevant school and health records must be forwarded to the new district.

If there is a dispute regarding the educational placement decision, the county of origin Executive Superintendent must be notified immediately. He/she will determine the placement immediately and no later than 48 hours.

The liaison should develop a system to ensure homeless children are attending school according to the placement options, receiving transportation as necessary and succeeding academically.

1. transportation provided by school of attendance
2. transportation funded by school of origin

The district of origin should include the homeless child on its annual Application for State School Aid (ASSA).