



TITLE: Enrollment/Support of Homeless Children and Youth in Schools

NUMBER: BUL-1570.1

ISSUER: Rene Gonzalez, Assistant Superintendent
Student Health and Human Services

DATE: March 5, 2008

POLICY: The McKinney-Vento Homeless Assistance Act, part of No Child Left Behind, mandates that all local educational agencies, such as school districts, independent charter schools, private schools and county offices of education, designate an appropriate staff person as the liaison for homeless children/youth.

This bulletin outlines the Los Angeles Unified School District (the District) policy which addresses the rights of children and youth experiencing homelessness to have a free and appropriate public education. The District is responsible for ensuring the identification, enrollment, attendance, and academic success of students who are homeless.

This law and bulletin are applicable to all schools, centers and offices within the District, including, but not limited to early education centers; preschools; elementary, middle, and high schools; magnet schools and centers; educational options schools; adult schools; continuation schools; special education schools; and dependent/affiliated charter schools.

MAJOR CHANGES This update replaces BUL-1570 of the same subject dated March 14, 2005. It provides updates/clarifications to the guidelines to be used in serving homeless students and their families. Each school is required to identify an administrator to serve and be responsible as the School Site Homeless Liaison or oversee a certificated staff member/designee to ensure that procedures related to homeless students are implemented appropriately.

GUIDELINES: The following guidelines apply:

I. BACKGROUND

On January 8, 2002, President Bush signed into law the 2001 No Child Left Behind Act. This legislation reauthorized the McKinney-Vento Homeless Assistance Act for Homeless Children and Youth, under NCLB, Title X, Part C. This law entitles all homeless school-aged children equal access to the same free, appropriate public education that is provided to non-homeless students. Accordingly, schools and centers are required to remove barriers to the enrollment, attendance, and success of homeless students in school. The basic educational protections of the reauthorization apply to all school districts in the

ROUTING
All Schools and Offices



United States. The McKinney-Vento Homeless Assistance Act, as federal law, supersedes state and local educational law and policy.

On behalf of homeless children and youth, the Homeless Education Program implements the District's homeless education policy, coordinates proper identification of homeless youth, arranges transportation, and resolves school disputes. In addition, the Homeless Education Program connects identified students with supplemental support services to enhance educational achievement, collaborates with homeless service agencies, conducts parent education workshops, facilitates professional development for school administrators and staff, participates in Title I school-wide planning training and coordinates the distribution of written materials.

II. PHILOSOPHY

The LAUSD Board of Education and staff believe there is a strong correlation between student attendance and student achievement. The District is committed to closing the achievement gap for at-risk students while improving student attendance. Factors related to homelessness and other socio-economic barriers often impede the learning process. The District's mission is to provide a quality education for all students in conjunction with assuring continual advocacy and support services to students. Ultimately, the District is dedicated to promoting maximum success for its varied socio-economic and culturally diverse student population.

III. DEFINITION OF A "HOMELESS STUDENT"

The McKinney-Vento Homeless Assistance Act defines a "homeless" student as a person between the ages of two and eighteen who lacks a fixed, regular, and adequate nighttime residence and:

- A. Has a primary nighttime residence that is a shelter designated to provide temporary living accommodations including, but not limited to, motels/hotels, domestic violence shelters, congregate shelters, and transitional housing.
- B. Lives in a car, park, abandoned building, garage, substandard housing, or other public or private places not designed for, or ordinarily used as a regular sleeping accommodation, for human beings.
- C. Lives temporarily in a trailer park or camping area with his/her family, because of a lack of adequate living accommodations.
- D. Lives "doubled-up" with another family, due to loss of housing, stemming from financial problems (e.g., loss of job, eviction, or natural disaster).
- E. Is abandoned at a hospital.



- F. Resides in a home for unwed mothers as a school-aged, unwed mother, or mother-to-be, if there are no other available living accommodations.
- G. Is awaiting foster care in limited circumstances (e.g., does not include placement in kinship care, foster family, foster family agency, or group home).
- H. Is placed by the state in an emergency shelter because there was no other place.
- I. Is an abandoned, runaway or throwaway youth or migratory child living in circumstances as described above.

IV. DISTRICT RESPONSIBILITIES

A. Homeless Education Program Coordinator Responsibilities

The Homeless Education, Program Pupil Services and Attendance Coordinator serves as the identified Homeless Education Program Liaison for the District. The Coordinator is responsible for working with Homeless Education Program staff, school sites and local districts to:

1. Provide training and technical assistance to schools, centers and local districts offices as appropriate.
2. Inform parent/guardian/unaccompanied homeless youth of educational and related opportunities available and encourage parents to actively participate in their child's education.
3. Inform parent/guardian/unaccompanied homeless youth of all transportation services, including transportation to the school of origin, and the criteria for transportation assistance.
4. Ensure homeless children and youth are properly identified and promptly enrolled by school personnel.
5. Assist unaccompanied homeless youth with enrollment, school placement, and obtaining immunization records.
6. Ensure children, youth, and their families have equal access to all educational services for which they are eligible, including Head Start, Early Head Start, Even Start, Early Education Centers, Los Angeles Universal Pre-school, Pre-Kindergarten Family Literacy Program, State Pre-school, School Readiness Language Development Program, and other pre-school programs administered by the District.



7. Provide students and their families referrals to community services, such as healthcare, mental health, dental, and other appropriate services as needed.
8. Ensure notification of the educational rights of homeless students is disseminated where children and youth receive services such as schools, shelters, hotels/motels, community agencies, and soup kitchens.
9. Participate in training for Title I School-Wide Planning.
10. Participate in the mediation of school enrollment disputes.

B. Homeless Education Counselor/Advocate Responsibilities

The Homeless Education Counselor/Advocates are responsible for facilitating and ensuring that homeless education legal mandates are implemented at the school site level. The Homeless Education Counselor/Advocates responsibilities include:

1. Facilitate the school enrollment process to ensure equal access to educational and meal programs, as well as tutoring and other services available at the school site.
2. Assist unaccompanied homeless youth with enrollment procedures, school placement options, and retrieval of immunization records.
3. Provide technical assistance regarding the proper identification, enrollment, and service needs of homeless students and their families.
4. Ensure that homeless students are identified at the school sites via the Student Residency Questionnaire (SRQ) form (Attachment G) which is to be placed in every student enrollment packet and disseminated annually.
5. Provide assistance with transportation, backpacks, school supplies, and clothing.
6. Provide referrals to medical, dental, and mental health services, in addition to other school/community services as needed.
7. Educate students and parents regarding their educational rights, and promote parent participation in school related activities.
8. Provide support services for parents and students during school related educational meetings, such as Student Study Team (SST), Individualized Education Program (IEP), Coordination of Services Team (COST) and Student Attendance Review Team (SART), or School Attendance Review Board (SARB).



9. Ensure that the SRQ is made available at shelters, community agencies serving the homeless and other related places accessible to students and their families.
10. Collaborate with various District personnel (i.e., Organizational Facilitators, Local District PSA Counselors, school site personnel, etc.) to address barriers that may prevent a student from accessing education.
11. Conduct professional development trainings for school personnel and community agencies regarding the rights and responsibilities of the homeless population.

C. Local District Responsibilities

Each Local District Superintendent shall designate a certificated Local District staff member to serve as the Local District Homeless Liaison. This designee may be a School Services Director, Early Education Director, Operations Coordinator, or other local district administrative staff. The primary responsibility of the Local District Homeless Liaison shall be participation in the Dispute Resolution process as described in Section XII.

D. School Site Responsibilities

School Principal or Site Administrator Responsibilities

1. Each principal shall designate an administrator to serve and be responsible as the School Site Homeless Liaison or oversee a designee to ensure that procedures related to homeless students are implemented appropriately. The principal shall submit the Designated School Site Homeless Liaison form (Attachment F) no later than September 1st, annually, to the Homeless Education Program Office.

Note: The principal will automatically be considered the Designated School Site Homeless Liaison if this form is not returned.

2. Include in the Single Plan for Student Achievement, the education of homeless students and access to any supplemental instructional and support services, including, but not limited to Title I, School Improvement, and Limited English Proficient.
3. Ensure implementation of this bulletin at the school site.
4. Ensure that students who become homeless during the school year are properly identified and served. The Principal shall send home the SRQ to each parent during the school year and provide this information to the designated School Site Homeless Liaison for services and the Student



Information System (SIS) clerk for data entry. SIS refers to the system utilized by the school to enroll students (Early Education SIS, Elementary SIS, Secondary SIS, and in the future, Integrated SIS). When ISIS becomes available, additional information will be provided.

5. Ensure the completion of the Homeless Student Survey in May of each school year. Refer to Section IX.

E. School Site Homeless Liaison Responsibilities

The School Site Homeless Liaison is responsible for ensuring that the mandates of the McKinney-Vento Homeless Assistance Act are implemented annually at his/her school and shall use the systematic procedures below to identify homeless children and youth during the registration process.

1. Collaborate with the Homeless Education Program to do the following:
 - a. Ensure proper enrollment protocols for homeless students are implemented at the school site. Refer to Section VI.
 - b. Assist with the proper identification of homeless families at the school site.
 - c. Review the Homeless Education Program Request (Attachment H) and Needs Assessment form (Attachment I) with the family to determine needed services.
 - d. Provide advocacy and support as needed to address educational issues of homeless youth.
 - e. Facilitate referrals to needed educational and/or support services. For transportation assistance refer to Section XI.
 - f. Train school staff as appropriate.
 - g. Ensure that the SRQ (Attachment G), Homeless Education Program Service Request (Attachment H), Needs Assessment (Attachment I), and the Approved Signatures - Tokens and Stamps (Attachment J) forms are faxed to the Homeless Education Program Office.
 - h. Ensure Notification of Need for PSA Program Services (Attachment E) is mailed to Pupil Services and Attendance Branch, Beaudry Building, 29th Floor.
 - i. Establish and maintain a CONFIDENTIAL in-school file of identified homeless students.



V. ENROLLMENT RIGHTS UNDER MCKINNEY-VENTO

- A. School placement must be made for all homeless students.
- B. “School of origin” is defined as the school the student last attended when permanently housed, or the school in which the student was last enrolled.
- C. To meet the student’s needs, the District must either continue the student’s education in the school of origin, or enroll the student in the public school serving the attendance area where the student is temporarily residing.
- D. A homeless student has the right to attend his/her school of origin, to the extent feasible, for the duration of homelessness.
- E. The District must keep students in the school of origin, to the extent feasible, unless it is against the wishes of the parent/guardian. Criteria for determining school placement of homeless students include the following:
 - 1. Request of parent/guardian to continue at the school of origin.
 - 2. Age of the student.
 - 3. Distance of the commute and the impact it has on the student’s education.
 - 4. Personal safety issues.
 - 5. The length of anticipated stay in the temporary location.
 - 6. The time remaining in the school year.
 - 7. Continuity of the instructional program.
 - 8. Need for specialized instructional or support services to provide the students with a free appropriate public education (FAPE), including but not limited to services identified in an Individual Education Plan (IEP) or 504 Plan.
 - 9. Whether the student has special needs that would render the commute unsafe.
 - 10. Anticipated area of family or student’s future housing.
 - 11. School placement of siblings.



- F. If the student becomes permanently housed during the academic year, the student is entitled to stay in the school of origin for the remainder of that academic year.
- G. Students that become homeless between academic years are entitled to attend their school of origin for the duration of homelessness.
- H. Homeless students matriculating to the next school level (e.g., preschool to elementary, elementary to middle school, middle school to high school) shall attend the school in the area where they are currently residing.
- I. The Homeless Education Program is available to assist school personnel/parent/guardian/unaccompanied homeless youth regarding school selection or placement for homeless students.
- J. Homeless students are eligible to participate in all specialized District programs as any other student. These programs include Early Education Programs, Magnet Programs, Public School Choice, Permits with Transportation, Open Enrollment, Schools for Advanced Studies Program, Charter Schools, Child Care and Work Related Permits, Continuing Enrollment Permits, Inter-District Permits, Medical Permits, Residence Permits, and Sibling Permits. Students who were residents of the LAUSD attendance area when they became homeless may continue participation in the Magnet or PWT Program.

VI. ENROLLMENT PROTOCOLS FOR HOMELESS STUDENTS

- A. Every student must be enrolled immediately.
- B. “Enroll” and “enrollment” are defined as attending classes and participating fully in school activities.
- C. The enrolling school shall immediately contact the last school of attendance to obtain relevant academic, health, and other relevant records that are lacking at the time of enrollment.
- D. As required for all students, an emergency contact form must be completed.
- E. The SRQ shall be included in the enrollment packets as part of the registration procedure. It will assist the school administrator and enrolling staff in determining documentation needed for enrollment. The SRQ of homeless students shall not be placed in the student’s permanent record. It should be placed in a confidential student file maintained by the Designated School Site Homeless Liaison. Blank SRQ forms shall be available in the main office, attendance office, parent centers, and other locations where parents can easily access the form.



Note: Discard all copies of the Student Residency Questionnaire from previous bulletins.

- F. The SRQ provides information about the family's nighttime residence accommodations. If any selection is checked besides "none of the above apply," the family meets the federal definition of homelessness and the student shall be enrolled immediately, even if documents normally required for enrollment are lacking. If "none of the above apply" is checked, then the family does not meet the federal definition of homelessness and the school administrator and enrolling staff are to follow the standard enrollment procedure.
- G. After identification as homeless, the school shall immediately enroll the student in school, even if records normally required for enrollment are lacking (e.g., academic records, special education records, proof of residency, medical records and/or immunizations). A thirty (30) day conditional enrollment is to be granted if immunization records are not available at the time of enrollment; the school nurse will follow up every thirty (30) days until the immunization record is completed and the student continues to attend school. Enrollment **MUST NOT** be delayed, even if documents normally required for enrollment are lacking.
- H. When a student lacks a permanent residence and meets the federal definition of homelessness, school staff is to provide alternative documentation, such as:
 - 1. Affidavit of Temporary Residence (Attachment A)
 - 2. Affidavit for Proof of Age of Minor (Attachment B)
 - 3. Affidavit of Parent/Legal Guardian Identification (Attachment C)
 - 4. Caregiver Authorization Affidavit (Attachment D)

Any of the alternative forms listed may be used to permit students to transfer to schools in order to participate in athletic or other extracurricular activities.

- I. For homeless families whose addresses are in question, students must be enrolled immediately. Refer such cases to the Designated School Site Homeless Liaison. The School Site Homeless Liaison may consult with the Homeless Education Program staff.
- J. Unaccompanied Youth

Unaccompanied youth are defined as youth who are not in the physical custody of a parent, guardian or caregiver, and includes youth who have run away from home or have been told to leave home. Unaccompanied homeless youth have a right to enroll in school without a parent, guardian, or caregiver.



Contact the Homeless Education Program Coordinator or Counselor/Advocates to assist with enrollment.

- K. If the family is residing in a domestic violence shelter, the school shall enroll the student as homeless with a confidential address in accordance with the California Confidential Address Program. (See “California Confidential Address Program Implementation,” Bulletin No. N-3, September 22, 1999.)
- L. If a family is residing in a shelter (not due to domestic violence), the school shall enter the shelter address in the SIS address field or place an alternative mailing address or a P.O. Box address preferred by the family in the address field (ESIS only). In SSIS, a P.O. Box may be entered in the Mailing Address field. When ISIS becomes available, additional instructions will be provided.
- M. If a family is residing in their automobile and does not have a temporary address to put in the SIS address field, the school shall temporarily put the school address in this field. This field will be updated as the family finds temporary housing. When ISIS becomes available, additional instructions will be provided.
- N. At year-round schools, every effort must be made to place the student on the track currently in session. If this is not possible, the student needs to be placed *immediately* in intersession or an appropriate available instructional program offered by the school.
- O. The SIS clerk shall update homeless student information throughout the year. Ensure that students who have gained permanent housing during the academic year have the homeless indicator removed at the *beginning* of the following school year. When ISIS becomes available, additional instructions will be provided.
- P. If the school is at capacity, refer to the annual memorandum issued from the Office of School Management Services.
- Q. After enrollment is complete, homeless students shall be referred to the designated School Site Homeless Liaison. The School Site Homeless Liaison shall follow protocols in Section IV.

VII. ELIGIBILITY FOR FREE AND REDUCED LUNCH PROGRAM

All students who meet the federal definition of homelessness are automatically eligible for the USDA free nutrition program and are not required to submit a meal application. This eligibility must be reviewed annually. The following procedures have been established to simplify access to the child nutrition programs for homeless students:



- A. School officials may accept documentation of homelessness from information provided on the SRQ, the Homeless Education Program Coordinator or the Shelter Director where the student is residing.
- B. In instances where families are living doubled up, the income of the host family is not taken into consideration. If the host family applies, they may include the homeless family as household members if the host family provides financial support to the homeless family, such as shelter, utilities, clothing, or food.
- C. School staff shall ensure that the student's SRQ information is entered into the SIS and homeless status is designated upon enrollment and verified annually. When ISIS becomes available, additional instructions will be provided. The SRQ and the Homeless Education Program Service Request forms must be faxed to the Homeless Education Program Office *immediately* to ensure needed services are arranged and audit documentation is available. The Food Services Branch will receive confirmation of a family's homeless status through the Homeless Education Program Office on a weekly basis.

VIII. STUDENTS WITH DISABILITIES

A. Students Receiving Special Education Services

If a homeless student was receiving special education services but does not bring a current Individualized Education Program (IEP) to the school, the school is obligated to immediately enroll that student in an interim placement. The school is responsible for contacting the Program Specialist assigned to the school in the appropriate Special Education Support Unit to request assistance to ensure that the student will receive an appropriate placement and services. The school must also contact the last school of attendance for relevant records.

B. Students Being Served Under Section 504 of the Rehabilitation Act of 1973

If a homeless student was receiving accommodations under Section 504 but does not bring a current 504 Plan to the school, the school is obligated to immediately enroll that student and provide the required accommodations. The school is responsible for contacting the last school of attendance for relevant records. Follow protocols in accordance with District Bulletin BUL-4045.0 ("Section 504 and Students with Disabilities," dated 1/15/08, General Counsel's office).



IX. ANNUAL HOMELESS STUDENT SURVEY

The McKinney-Vento Homeless Assistance Act requires the annual reporting of identified homeless students by nighttime residence. The Homeless Student Survey is completed in May of each school year. The school shall follow the protocols of the Homeless Student Survey Memorandum disseminated annually by the Planning and Assessment Division.

X. ACCESS TO COMPARABLE SERVICES

A. A homeless student shall be provided equal access to enroll in any program for which eligibility requirements are met. This includes, but is not limited to:

1. Transportation services, if eligible;
2. Educational programs for which students meet eligibility criteria, such as services provided under Title I or similar state or local programs;
3. Programs for students with disabilities;
4. Programs for students with limited English proficiency;
5. Vocational or technical programs;
6. Gifted and Talented programs;
7. School nutrition programs;
8. Before-and after-school programs.

B. Homeless children and youth shall have access to necessary educational and support services that will afford them the opportunity to meet the same challenging State academic student achievement standards as all students.

XI. TRANSPORTATION ASSISTANCE

- A. The District shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if eligible.
- B. If a homeless student is temporarily living outside of the attendance area of the school of origin, the District must provide or arrange transportation, when feasible, to and from the school of origin.
- C. Homeless Special Education and Magnet students will continue to participate in transportation, according to District guidelines. The Homeless Education



Program staff can assist with identifying alternative pick-up sites based upon the student's residence location.

D. Eligibility Criteria for Transportation Assistance

Homeless students are eligible for transportation assistance if they reside more than 1.5 miles from the school. Under special circumstances, shorter distances may be eligible for transportation assistance. The student's commute may not be more than 90 minutes each way. Transportation assistance will not be provided for longer commutes due to feasibility and the best interest of the child.

E. Procedure to Access Transportation Services for Homeless Students

1. To make an *initial* request for transportation assistance, the School Site Homeless Liaison shall submit the Student Residency Questionnaire (Attachment G), Homeless Education Program Service Request (Attachment H), Needs Assessment (Attachment I), Approved Signatures - Tokens and Stamps forms (Attachment J), and current attendance information, via fax to the Homeless Education Program Office.
2. Homeless Education Program staff will verify that the student is enrolled in school and determine eligibility for transportation assistance.
3. Once eligibility is determined, token disbursement will be set up at the school. Students 12 years of age and over can sign on their own to receive their tokens/bus stamps. Students 11 years of age and younger will require a parent/guardian or designated adult to sign daily in order to receive tokens. Tokens for the parent/guardian will be included in the daily amount disbursed. A parent/guardian or designated adult must ride with students age 11 and younger to and from school each day. Please consult with the Homeless Education Program Coordinator if the parent/guardian or designated adult is unable to participate in this process.
4. Bus stamps for a bus pass will only be issued to secondary students who have a history of good attendance. If a student is attending sporadically, he/she should be provided with tokens to ensure daily attendance.
5. The Homeless Education Program Office will submit the token/bus stamp request to the Transportation Branch. The following week, the Transportation Branch will deliver the tokens/bus stamps to the school site via secured school mail. The Homeless Education Program Office may issue emergency tokens as needed.



6. The tokens will be delivered to the person authorized by the Principal on the Approved Signatures - Tokens and Stamps form. This person is accountable for the tokens at the school site and will distribute the tokens to the identified homeless students that have been approved by the Homeless Education Program Office to receive the transportation assistance. Approved homeless student/parent must be notified immediately when tokens arrive to begin or continue designated transportation assistance.
7. The Homeless Education Program Office will send token/bus stamp distribution information and a student/parent signature page to the person authorized by the principal on the Approved Signatures-Token and Stamps Form.
8. A separate signature sheet and directions from the Transportation Branch will also accompany the delivered tokens. This is different from the Homeless Education Program student/parent sign-in sheets. The Transportation Branch signature sheet needs to be signed by students for each bag of tokens dispersed.
9. Requests for additional tokens/bus stamps should be made two (2) weeks in advance. To request additional tokens for a student, school personnel must fax updated address information, current attendance, Homeless Education Program student/parent sign-in sheets, and the Transportation Branch signature sheet to the Homeless Education Program Office.
10. Schools shall notify the Homeless Education Program Office when students are no longer in need of transportation services.
11. The Homeless Education Program tokens are designated solely for homeless students approved to receive transportation assistance from the Homeless Education Program Office.
12. Opportunity Transfer tokens may not be provided to homeless students in lieu of the above noted process nor may Homeless Education Program tokens be given to Opportunity Transfer students.
13. Homeless students who are receiving MTA tokens/bus stamps from the Homeless Education Program shall be coded in SIS after all previously mentioned forms have been submitted and the school has received eligibility confirmation from the Homeless Education Program Office. Schools shall enter the transportation information in SIS. Elementary schools shall enter HOM on screen 13 in field 80 and leave the transportation program required field (field 85) blank. Secondary schools shall enter an "H" in ID01, field 152.



- F. In certain circumstances, MTA transportation may be impractical for a homeless student. To explore the feasibility of having the student transported by school bus from a pre-existing stop, the School Site Homeless Liaison or Homeless Education Program personnel will contact the Central Planner at (323) 342-1420. The School Site Homeless Liaison will communicate with the Homeless Education Program personnel if the student will be utilizing the school bus. If a pre-existing route is unavailable, the student will need to utilize MTA transportation.
- G. If a homeless student moves into the boundaries of another school district, while continuing his/her education at the school of origin, the two districts must agree upon a method to apportion responsibility and costs for transportation. If the districts cannot agree upon such a method, the responsibilities and costs shall be shared equally.
- H. Transportation for Homeless Students Receiving Special Education Services

If a student is identified as homeless and receives special education services, the designated School Site Homeless Education Liaison will contact the Homeless Education Program Coordinator if the student's IEP indicates that home-to-school or school-to-school transportation is required. The Homeless Education Program Coordinator will contact the Program Specialist from the Special Education Support Unit. The Program Specialist will facilitate the IEP process to address any transportation, placement, and service issues. The Program Specialist, Homeless Education Program, and Transportation Branch will agree on a resolution in accordance with District policy.

XII. DISPUTE RESOLUTION

A. Overview

If a dispute arises over school selection or enrollment of a homeless student, the student must be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute. The parent/guardian/unaccompanied homeless youth must be provided with a written explanation of the school's decision regarding school selection or enrollment, including the right to appeal. Use the "Written Notification of Enrollment Decision" (Attachment K). If the parent/guardian/unaccompanied homeless youth disagrees, the parent/guardian/unaccompanied homeless youth must be referred to the Homeless Education Program Coordinator, who will carry out the dispute resolution procedure as soon as possible after receiving the dispute. In the case of an unaccompanied homeless youth, the Homeless Education Program Coordinator shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.



B. Dispute Resolution Process

1. In the event of a dispute, the student must be immediately enrolled in the school in which he/she is seeking enrollment, pending resolution of the dispute. All special education services or other program services the student currently receives shall continue pending the resolution of the dispute. If the school of choice is a new school, this may require a new IEP. The school should consult with the program specialist from the Special Education Support Unit.
2. The parent/guardian/unaccompanied homeless youth shall be provided with a copy of the "Dispute Resolution Process" (Attachment K), the "Written Notification of the Enrollment Decision" (Attachment L), and the "Dispute Resolution Form" (Attachment M) to complete and return to the school to facilitate the dispute resolution process. A copy of the completed Dispute Resolution form shall be provided to the parent/guardian/unaccompanied homeless youth for their records.
3. Parent/guardian/unaccompanied homeless youth must be informed that they can provide oral or written documentation to support their position about school selection or enrollment.
4. Parent/guardian/unaccompanied homeless youth must be informed that they can seek the assistance of social services, advocates and/or service providers in the dispute process.
5. Every effort must be made to obtain a mailing address at the initiation of the dispute resolution process. If a mailing address is not available, the parent/guardian/unaccompanied homeless youth should provide another means of communicating with the school.
6. The Principal or designee must report the dispute to the Homeless Education Program Coordinator within the same school day the dispute resolution process was initiated and fax all relevant documentation to the Homeless Education Program Office. The Homeless Education Program Coordinator must contact the Local District Homeless Liaison within two (2) working days and fax relevant documentation regarding the dispute.
7. A decision must be made by the Homeless Education Program Coordinator and the Local District Homeless Education Liaison within two (2) working days, and a written report of the decision sent to the parent within three (3) working days. This report shall be sent via mail and a copy sent home with the student, or other agreed upon alternative means of communication. A copy of the outcome shall be provided to the parents, guardians, or unaccompanied youth for their records, even when the dispute is immediately resolved satisfactorily without a dispute hearing.



8. If the dispute remains unresolved or the parent is not satisfied with the District decision, an appeal may be filed within three (3) working days to:

Los Angeles County Office of Education (LACOE)
Division of Student Support Services
c/o Los Angeles County Homeless Coordinator
9300 Imperial Highway
Downey, CA 90242
(562) 922-6301

The Homeless Education Program Coordinator will forward all written documentation and related paperwork to the homeless liaison at LACOE. The LACOE homeless liaison will review these materials and determine the school selection or enrollment decision within five (5) working days of receipt of the materials. The LACOE homeless liaison will notify the District and the parent of the decision.

9. If the dispute remains unresolved or if the parent/guardian/unaccompanied homeless youth is not satisfied with the LACOE decision, they may appeal to the California Department of Education (CDE) within three (3) working days to:

The California Department of Education
c/o Homeless State Coordinator
1430 N Street, 6th Floor, Suite 6208
Sacramento, CA 95814
(916) 319-0383

The LACOE homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. Upon the review of the District, LACOE, and parent information, the CDE will notify the parent of the final school selection or enrollment decision within ten (10) working days of receipt of materials.

- C. Schools must enroll students experiencing homelessness immediately. If, after enrollment, it is determined that a student is not homeless as defined in the law, the school should follow the policies outlined in BUL-1292, "Attendance Procedures for Elementary and Secondary Schools" as well as the California Department of Education Funding Terms and Conditions for the Early Education Programs. Written notice should be given to the parent/guardian/unaccompanied homeless youth, including his or her right to appeal the decision.



XIII. ATTACHMENTS

- A Affidavit of Temporary Residence
- A-1 Affidavit of Temporary Residence (Spanish)
- B Affidavit for Proof of Age of Minor
- B-1 Affidavit for Proof of Age of Minor (Spanish)
- C Affidavit of Parent/Legal Guardian Identification
- C-1 Affidavit of Parent/Legal Guardian Identification (Spanish)
- D Caregiver's Authorization Affidavit
- D-1 Caregiver's Authorization Affidavit (Spanish)
- E Notification of Need for PSA Program Services
- F Designated School Site Homeless Liaison
- G Student Residency Questionnaire
- G-1 Student Residency Questionnaire (Spanish)
- H Homeless Education Program Service Request
- I Needs Assessment Form
- J Approved Signatures-Tokens and Stamps
- K Dispute Resolution Process
- K-1 Dispute Resolution Process (Spanish)
- L Written Notification of Enrollment Decision
- L-1 Written Notification of Enrollment Decision (Spanish)
- M Dispute Resolution Form
- M-1 Dispute Resolution Form (Spanish)

AUTHORITY: This is the policy of the Superintendent of Schools. The following legal standards are applied:

- McKinney-Vento Homeless Assistance Act, 42 U.S.C. Section 11431 *et seq.*
- Individuals with Disabilities Education Improvement Act, 20 U.S.C. Section 1400 *et seq.*
- Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g
- California Education Code Sections 48850, 49061 *et seq.*, 49500 *et seq.*
- California Family Code Section 6550 *et seq.*
- California Department of Education 2007-08 Funding Terms and Conditions for Early Education Programs.



LOS ANGELES UNIFIED SCHOOL DISTRICT Policy Bulletin

RELATED RESOURCES:

- Attendance Procedures for Elementary and Secondary Schools, BUL-1292, dated July 28, 2005, issued by Student Health and Human Services.
- Permits and Student Transfers in Elem. & Secondary Schools, Bulletin No. Z-5 (rev), dated February 18, 2003, issued by Student Health and Human Services.
- Section 504 and Students with Disabilities, BUL-4045.0, dated January 15, 2008, issued by the Office of General Counsel.
- California Confidential Address Program Implementation, Bulletin No. N-3, dated September 22, 1999, issued by School Operations.
- Capacity Memoranda issued annually by the Office of School Management Services.
- Homeless Student Survey issued annually by the Planning and Assessment Division.

ASSISTANCE:

For assistance or further information, please contact Melissa Schoonmaker, Coordinator, Homeless Education Program, at (213) 765-2880.