



BROOKHAVEN SCHOOL DISTRICT

**Empowering All Students
to Reach Their Full Potential**

Procedures Manual For Enrolling Unaccompanied Youth

2019-20

**BROOKHAVEN
SCHOOL DISTRICT
BOARD APPROVED**
[Signature]
7/23/19
70

Brookhaven School District Procedures for Enrolling Unaccompanied Youth 2019-20

The McKinney-Vento Homeless Education Assistance Act assures Unaccompanied Youth certain rights.

Definition:

Unaccompanied youth are young people “not in the physical custody of a parent or guardian” including youth who have run away from home or have been forced to leave their home.

Requirements:

- Under the McKinney-Vento Act, schools must immediately enroll homeless youth in school, even if they lack guardianship documents and attempt to enroll without a legal guardian.
- Unaccompanied youth live in a wide variety of situations including:
 - ✓ Shelters
 - ✓ The streets
 - ✓ Abandoned buildings
 - ✓ Doubled-up with friends or relatives
 - ✓ Cars
 - ✓ Campgrounds

Procedures for Identifying an Unaccompanied Youth

A student may be considered an unaccompanied youth if he/she lives apart from their parents and legal guardians. Therefore, he/she may attempt to enroll in school independently, or with the assistance of a friend, relative or mentor.

Procedures for Enrolling an Unaccompanied Youth

Under the McKinney-Vento Act, the lack of a parent or legal guardian cannot delay the enrollment of an unaccompanied youth.

The form at the end of this document should be filled out upon enrollment A school enrolling, or about to enroll, an unaccompanied youth shall:

- Immediately enroll the student, regardless of the availability of educational and/or immunization records, or proof of residency. The youth cannot be denied enrollment if he/she lacks proof of guardianship.
- Contact the school last attended to obtain relevant academic and other records. If student records cannot be obtained or records are not available, an educational record (cumulative folder) will be developed. In these cases, an academic diagnostic test may be

administered to assist in the determination of the student's skill levels and appropriate placement.

- Provide free meals within one school day after the student enrolled. Unaccompanied youth are automatically eligible for free school meals. If necessary, assistance will be provided for completion of free and reduced lunch forms.
- Provide a financial hardship waiver form. If necessary, assistance will be provided for completion of form.
- Provide access to the same services comparable to those offered to other students in the school which the unaccompanied youth attends such as:
 - transportation services
 - educational services
 - school nutrition programs
 - preschool
 - vocational and technical programs
 - extra-curricular and enrichment activities
- Coordinate with and/or refer student to other community resources in offering assistance to the homeless student/family
- Contact the district homeless liaison for assistance in enrollment:

Rob McCreary
326 East Court Street
Brookhaven, MS 39601
Phone: 601.833.6661
Fax: 601.833.4154
rob.mccreary@brookhavenschools.org

- Give priority in evaluations of unaccompanied youth suspected of having a disability.

It is important that the academic and educational programs for children who are temporarily without a home are no different than those of the general student population.



**Stewart B. McKinney Homeless Assistance Act
Student Identification for Referral and Eligibility Form**

School: _____ Date: _____

Student Name _____

Current Age: _____ Current Grade: _____ Sex: _____ Race: _____

Parent and Guardian's Name _____

Mailing Address: _____

Phone # _____

Last School Attended: _____

COMPLETE ONLY IF IT SHOWS YOUR CHILD'S CURRENT LIVING SITUATION OR YOUR LIVING SITUATION IF YOU ARE A YOUTH NOT LIVING WITH YOUR PARENT OR GUARDIAN. (CHECK THE APPROPRIATE LINE.)

_____ Child resides in motel, hotel, campground or equivalent due to lack of alternative accommodations.

_____ Child resides in a shelter.

_____ Child is temporarily living with a relative or friend .

Reason _____ Length of time there so far in months _____.

_____ Child lives in non-standard domicile or "on the streets."

_____ Unaccompanied Youth (Youth on their own.)

Possible barriers to education: (Please check all that apply)

_____ School records _____ Immunization records _____ Transportation

To the best of my knowledge, the information in this document is accurate.

Parent /Guardian Signature

Date