

# **Bullock County School System Union Springs, Alabama**

## **Homeless Policies & Procedures**



**School Year 2020-2021**

# Bullock County School System Union Springs, Alabama



Dr. Christopher Blair, Superintendent of Schools  
Dr. Michael King, Executive Director of Teaching and Learning

**Bullock County School System  
Union Springs, Alabama**

**LEA Homeless Plan**

**2020-2021**



*C. J. [Signature]* Oct 2, 2020  
Superintendent of Education

# **Bullock County School System**

## **Board Members**



**Mr. Orlando Johnson, Board President**

**Mr. Gary Coleman, Vice President**

**Mr. LaDerrick Caldwell**

**Mrs. Alfreda Scott-Meeks**

**Dr. Scherrie Pickett**

The **Bullock County Public School System** provides an implementation plan for the Parent Right provision based on the statute and on regulations of the Every Student Succeeds Act (ESSA). The Bullock County Public School System Board Members, Superintendent, Administrative Staff, teachers and support personnel share responsibility and dedication to successful student academic achievement and challenges to build partnerships to help students achieve the state's high standards.

**The Bullock County Public School System** provides the following information and procedures in compliance with Every Student Succeeds Act (ESSA).

# Bullock County School System

## Mission Statement

The mission of the Bullock County School System is to facilitate learning in safe, nurturing, and developmentally appropriate environments and to produce college and career-ready students.

## Vision

The vision of the Bullock County School System is to serve as an educational leader in the preparation of STEM/STEAM (science, technology, engineering, arts, and mathematics) professionals, with a strong emphasis on literacy.

# Title I Staff



Dr. Michael King  
Executive Director of Teaching and Learning

Ms. Tamara Rover  
Federal Programs Secretary

Ms. Latashia Jackson  
Federal Programs Resource Specialist/K-12 Literacy Specialist

Mrs. Shirley Beachem  
ESL Coach/Parent Liaison

Ms. Jennie Brown  
K-12 Mathematics Specialist

October 13, 2015

**MEMORANDUM**

**TO:** All Principals/Administrative Staff  
**FROM:** Dr. Elliott Harris, Superintendent of Education  
**RE:** Admission Procedures

**ADMISSION PROCEDURES FOR HOMELESS, MIGRATORY, AND LIMITED  
ENGLISH PROFICIENT STUDENTS**

All homeless, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

Students who live in the attendance areas of Bullock County School System and who are homeless, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

- Residency requirements
- Lack of social security number
- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunizations
- Legal custody requirements
- Transportation
- Language barriers
- Disabilities

Immediate attention must be given to assist parents of homeless, migrant, and Limited English Proficient children, and youth in eliminating any of the above barriers. Principals are given authorization to develop, and implement any administrative procedures necessary to carry out the admission process, consistent with Board policies and applicable status, and regulations.

## ADMISSION PROCEDURES FOR HOMELESS, MIGRATORY, AND LIMITED ENGLISH PROFICIENT STUDENTS

All homeless, migratory, immigrant, and limited English proficient children shall have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to participate in the same state educational programs and to meet the same state student performance standards as all other children without being isolated or stigmatized.

Students who live in the attendance areas of Bullock County School System and who are homeless, migratory, immigrant and/or limited English proficient shall not be prohibited from school attendance due to any of the following:

- Residency requirements
- Lack of social security number
- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunizations
- Legal custody requirements
- Transportation
- Language barriers
- Disabilities

SOURCE: Bullock County Board of Education

ADOPTED: JULY 10, 2014



**DEFINITION:**

The Bullock County School System will employ practices that increase the awareness of the Homeless Education program. The district shall notify parents/guardians of homeless children and youth of available resources and assist them in accessing the resources.

The Bullock County School System shall conduct an annual evaluation of its Homeless Education program to determine the effectiveness of the program. The system will adjust practices and procedures as needed to improve the effectiveness of implementation and student achievement.

For the purpose of identifying homeless children and youth, the Bullock County School System shall use the McKinney-Vento Act's definition of homeless children and youth. The 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 similar reason (sometimes referred to as doubled-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
- Children and youth 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.
- 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 for homeless because they are living in circumstances described above.

The term unaccompanied youth includes a youth not in the physical custody of a parent or guardian. This includes youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing and children, youth denied housing by their families (sometimes referred to as "throwaway" children and youth), and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available.

The school of origin is the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

## **Bullock County Schools Homeless Education Plan**

### **Purpose of the Program**

Homeless children and youth will be provided the opportunity to receive a free and appropriate public education regardless of their residency status. The program will ensure that these students are afforded equal access to academic and other services that will allow them to meet the same challenging state achievement standards as non-homeless students.

The program provides procedural guidelines to ensure that homeless students are not denied enrollment due to the lack of registration documentation at the time of enrollment. Homeless children and youth, including preschool age children, will be enrolled immediately pending obtainment of the necessary documents. The school counselor will assist parents, guardians, or unaccompanied youth in obtaining the proper documentation.

The homeless education program makes every effort to provide homeless children and youth with a stable school environment by enrolling students in the school of origin and providing them with transportation to and from the school of origin. Provisions are made for parents, guardians, or unaccompanied youth to decline enrollment in the school of origin.

The program provides for a homeless liaison that will ensure program implementation and coordinate efforts to ensure that homeless children and youth, including preschool age children, are provided the opportunity for academic success.

### **Identification & Registration Procedures**

Homeless children and youth are often undetected. The district will conduct training sessions with the appropriate school personnel to inform them of methods of identifying homeless children without using stigmatizing terminology. The district will use a Residency Questionnaire (Appendix A) to facilitate identity of homeless children, youth and preschoolers. The parent, guardian, or unaccompanied youth will complete the Residency Questionnaire at the time of registration.

A copy of the Residency Questionnaire must be submitted to the Bullock County School System Homeless Liaison on the day of registration. The school will maintain the original form in a file separate from the student's permanent record for audit purposes during the year. This file should be housed in the school counselor's office and Federal Programs.

The parent or guardian may enroll a homeless child or youth with or without proof of residency, birth certificate, social security number, immunization record, or school records. The school counselor or principal's designee will provide the parent, guardian, or unaccompanied youth appropriate assistance in obtaining the necessary records and documents for enrollment. Enrollment without the required immunization record will be pending receipt or acquisition of immunization documentation. The existing method of assigning a student number will be employed when a student enrolls without a social security number.

An unaccompanied youth may enroll themselves in school. In this case, the school principal or designee will immediately contact the Bullock County School System Homeless Liaison to report the enrollment of an unaccompanied youth. The school will provide the youth with proper assistance in language that the student understands. The Bullock County School System Homeless Liaison (Appendix B) will assist the homeless unaccompanied youth in obtaining eligible educational services.

The application process for free and reduced priced meals can be expedited for homeless children and youth. The determination for free meals may be made without completing the full application process (source: U.S. Department of Agriculture: [http://www.nlchp.org/FA/Education/newusda\\_memo.pdf](http://www.nlchp.org/FA/Education/newusda_memo.pdf)).

### **Identification of Homeless Preschoolers**

The Homeless Liaison will collaborate with local community service agencies (e.g. Head Start, Department of Human Resources, Health Department, faith-based organizations and the court system, etc.) and school personnel to identify homeless preschoolers. The district will also include homeless preschoolers and homeless children in the "Child Find" process as required by the Individual with Disabilities Education Act.

### **School Placement**

The school system will make school placement decisions in the best interest of the homeless child or youth. Students will continue in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year if the child or youth becomes permanently housed during an academic year. Students may enroll in any public school those non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

If school enrollment decision is contrary to the wishes of the child or youth's parent/guardian, the school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the placement decision. The complainant must file a School Enrollment Dispute (Appendix C) with the school in which the student is presently enrolled. The principal of this school will notify the Bullock County School System Homeless Liaison of the dispute and take steps to resolve the dispute.

When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The Bullock County School System Homeless Liaison will expeditiously take steps to resolve the dispute (See Appendix D). If the dispute cannot be settled by the homeless liaison, the liaison will assist the complainant in seeking technical assistance from an appropriate service agency.

# APPENDIX



# BULLOCK COUNTY BOARD OF EDUCATION

108 HARDWAY AVENUE WEST  
POST OFFICE BOX 231  
UNION SPRINGS, ALABAMA 36089-0231



## RESIDENCY QUESTIONNAIRE

Name of LEA: Bullock County

Name of School: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
Last First Middle

Gender: ☐ Male Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_ SS#: \_\_\_\_  
☐ Female Month Day Year

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate.

Where is the student currently living? (Please check one box.)

- ☐ In a shelter
- ☐ With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "doubled-up")
- ☐ In a hotel/motel
- ☐ In a car, park, bus, train, or campsite
- ☐ Other temporary living situation (Please describe): \_\_\_\_\_
- ☐ In permanent housing
- ☐ Does not apply

\_\_\_\_\_  
Print name of Parent, Guardian, or  
Student (for unaccompanied homeless youth  
youth)

\_\_\_\_\_  
Signature of Parent, Guardian, or  
Student (for unaccompanied homeless  
Student)

\_\_\_\_\_  
Date



# BULLOCK COUNTY BOARD OF EDUCATION

108 HARDAWAY AVENUE WEST  
POST OFFICE BOX 231  
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## CUESTIONARIO DE RESIDENCIA

Nombre del Distrito Escolar: Bullock County

Nombre de la Escuela: \_\_\_\_\_

Nombre del Estudiante: \_\_\_\_\_

Segundo No                      Apellido                      Primer Nombre

Género: ☐ Hombre Fecha de Nacimiento: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Grado: \_\_\_\_ SS#: \_\_\_\_  
☐ Mujer                      Mes                      Día                      Año

Dirección: \_\_\_\_\_ Teléfono: \_\_\_\_\_

Su respuesta abajo permitirá al distrito escolar definir los servicios que puede aprovechar su hijo/hija según el Acto de McKinney-Vento. Los estudiantes elegibles tienen derecho a la inscripción inmediata en la escuela, aun si ellos no tienen los documentos necesarios tales como: prueba de residencia, documentos escolares, documentos de inmunización, o partida de nacimiento.

**Donde está el estudiante viviendo actualmente?** (Por favor marque una caja.)

- ☐ En un refugio
- ☐ Con otra familia o otra persona debido a la pérdida del hogar o a dificultades económicas
- ☐ En un hotel/motel
- ☐ En un carro, parque, autobús, tren, o camping
- ☐ Otra vivienda temporal (Por favor describa): \_\_\_\_\_
- ☐ En un hogar permanente
- ☐ No se aplican

\_\_\_\_\_  
Nombre de Padre, Guardián, o  
Estudiante (para jóvenes sin acompañamiento)  
acompañamiento)

\_\_\_\_\_  
Firma de Padre, Guardián, o  
Estudiante (para jóvenes sin

\_\_\_\_\_  
Fecha

## **APPENDIX B**

The homeless liaison shall work to ensure that homeless children and youth, including preschoolers are identified, enrolled in school, and receive all eligible services to facilitate student academic success. The responsibilities listed below are not all-inclusive but shall be the primary duties of the liaison. The homeless liaison shall ensure that:

- Homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies.
- Homeless students enroll in and have full and equal opportunity to succeed in the schools of the district.
- Homeless children and youth receive educational services for which they are eligible, including Head Start, and preschool programs administered by the school system, and referrals to health, mental health, dental and other appropriate services.
- Parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.
- Parents and guardians and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services.
- Transportation cost disputes between the school system and school system of enrollment are resolved.
- Sensitivity and confidentiality training is provided to transportation and school personnel regarding the needs of homeless children and youth.
- Enrollment disputes are mediated in accordance with the requirements of the McKinney Vento Act.
- Public notice of the educational rights of homeless students is disseminated to locations where children and youth receive services under the Act.
- Required reports concerning the homeless education program are submitted to appropriate agencies and the State Department of Education.
- Evaluation of the homeless education program is conducted annually and necessary program and implementation adjustments are made in a timely manner.

**EDUCATION FOR HOMELESS CHILDREN AND UNACCOMPANIED YOUTH  
DISPUTE RESOLUTION PROCEDURES**

The Bullock County Board of Education will resolve education for homeless children and unaccompanied youth disputes as follows:

1. The formal dispute resolution process shall be initiated by the Homeless Education Liaison, following the receipt of written or verbal notification of a challenge of the district's placement decision by the parent/guardian or unaccompanied youth.
2. The Homeless Education Liaison shall review the placement decision and provide in writing an explanation of the final placement decision. The communication to the parent shall be provided within five (5) to ten (10) working days. When necessary, the communication will be presented orally and in a language the parent/guardian or unaccompanied youth can understand.
3. Should no agreement be satisfactorily reached, parents/guardians or unaccompanied youth may further appeal the decision of the Superintendent and the Board of Education verbally or in writing. The placement decision will be made, presented in writing, and shall include an explanation of the placement decision. The communication to the parent shall be provided within ten (10) working days to the parent/guardian or unaccompanied youth and the Homeless Education Liaison.
4. If the dispute has not been satisfactorily resolved at the district level, parents/guardians or unaccompanied youth should be informed of their rights to appeal the decision to the Homeless Education Coordinator at the Alabama State Department of Education.
5. Enrollment disputes between school districts should be resolved at the State level.



## APPENDIX C

### BULLOCK COUNTY SCHOOL SYSTEM ENROLLMENT DISPUTE FORM

School Name \_\_\_\_\_

School Address \_\_\_\_\_

School Telephone Number \_\_\_\_\_

School Fax Number \_\_\_\_\_

Student's Name \_\_\_\_\_ SSN/SN \_\_\_\_\_ Grade \_\_\_\_\_

Current Address \_\_\_\_\_  
E-911 Address (Street Address) \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Current Telephone Number \_\_\_\_\_

#### Complainant Information

Name \_\_\_\_\_ Relationship to the Student \_\_\_\_\_  
Please print

Current Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

*Note: Student information regarding address, telephone number, information protected by Everyday School Records Act can be released only to parent, guardian, the student, or a person specifically designated as a representative of the parent or guardian.*

Name of school that complainant chooses student to be immediately enrolled in and/or transported to/from until dispute is resolved: \_\_\_\_\_

Is this the school of origin? \_\_\_\_\_

If no, from which school was the student transferred? \_\_\_\_\_

Reason for the complaint \_\_\_\_\_

Complainant Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Action on the complaint

School Use Only

Taken within \_\_\_\_\_ school day(s) after receiving notice of the complaint

Date central office contact person was notified of the dispute: \_\_\_\_\_

Action taken by the principal to resolve the dispute: \_\_\_\_\_

Was the dispute resolved? \_\_\_\_\_

Fax this form to the central office contact person on the day of the complaint.

**APPENDIX D**

**BULLOCK COUNTY SCHOOL SYSTEM ENROLLMENT DISPUTE FORM**

Student's Name \_\_\_\_\_ SSN \_\_\_\_\_

School Name \_\_\_\_\_ Grade \_\_\_\_\_

**District Action on Complaint**

Taken within \_\_\_\_\_ school days after receiving notice of the complaint. Was the complaint resolved?  
at the district level? \_\_\_\_\_ yes \_\_\_\_\_ no

If the dispute was resolved at the district level, describe the action taken by the county homeless liaison to resolve the dispute to the satisfaction of the complainant:

If the dispute was not resolved to the satisfaction of the complainant, did the county homeless liaison convene a meeting of the interested parties to attempt resolution of the dispute? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, when and where did the meeting take place? Describe the outcome of the meeting.

If no, will a meeting be held for resolution purposes? When? Where?

If a resolution cannot be derived at the district level, the county homeless liaison should assist the complainant in contacting service organizations to provide technical assistance to the complainant. Did the county homeless liaison assist the complainant in this-manner? \_\_\_\_\_ yes \_\_\_\_\_ no  
Name of service organization contacted for assistance \_\_\_\_\_

Was the dispute resolved? \_\_\_\_\_ Date \_\_\_\_\_  
Describe the resolution.

Complaint Signature \_\_\_\_\_ Homeless Liaison \_\_\_\_\_

## APPENDIX E

### EVALUATION STANDARDS AND INDICATORS

	STANDARD	EVIDENCE
1	Within one (1) full day of an attempt to enroll in school, homeless children and youth will be in attendance.	
2	Homeless pre-k to 12 children and youth will have stability in school.	
2.1	Attendance rates will be at or above the relevant district average.	
2.2	Students will remain in the school of origin for the period of homelessness or, if permanently housed, for the remainder of the school year, unless parents or unaccompanied youth requested transfer to another school.	
3	Homeless children and youth will receive specialized services when eligible.	
3.1	Eligible homeless preschool children can participate in public preschool (Head Start, state pre-k, preschool programs for children with disabilities under IDEA, meals, programs for children with limited English proficiency, and Title I pre-school programs).	
3.2	Eligible homeless children and youth can receive special education and related services under IDEA, educational and related aids and services under Section 504 of the Rehabilitation Act of 1973, and educational programs for students with limited English proficiency.	
3.3	Homeless children and youth will receive appropriate services, based on assessment of individual needs, through a combination of resources, including, but not limited to Title I, <i>McKinney-Vento</i> and other federally funded programs..	
4	Parents or persons acting as parents of homeless children and youth will participate meaningfully in their children's education.	
4.1	Parents or persons acting as parents will have a face -to-face conference with the teacher, guidance counselor, or social worker within 30 days of enrollment.	
4.2	Parents or persons acting as parents will be provided with individual student reports informing them of their child's specific academic needs and achievement on academic assessments aligned with state academic achievement standards.	

STANDARD		EVIDENCE
4.3	Parents or persons acting as parents will report monitoring or facilitating homework assignments.	
4.4	Parents or persons acting as parents will share reading time with their children (i.e., parent reads to child or listens to child read).	
4.5	Parents who would like parent skills training will attend available programs,	
4.6	Parents or guardians will demonstrate awareness of McKinney rights.	
4.7	Unaccompanied youth will demonstrate awareness of McKinney-Vento rights.	
5	Homeless children and youth in grades 3-12 will meet their state's academic standards.	
5.1	Performance on standards-based assessments in reading and math will be within or above the proficient range or will show a one-for-one gain.	
5.2	Rates of promotion to the next grade level will be at or above the district average.	
5.3	Rates of high school graduation or equivalent will be at or above the district average.	
PROGRAM COMMENTS/RECOMMENDATIONS		

March 8, 2006

MEMORANDUM

TO: All Principals/Administrative Staff  
FROM: Dr. Elliott Harris  
Superintendent of  
Education  
RE: Admission Procedures

ADMISSION PROCEDURES FOR HOMELESS, MIGRATORY, AND LIMITED  
ENGLISH PROFICIENT STUDENTS

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA), and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory, and limited English Proficient children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children must be provided the opportunity to meet the same challenging state content, and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

Immediate attention must be given to assist parents of homeless, migrant, and limited - English Proficient children, and-youth-in eliminating any of-the-above barriers. Principals are given authorization to develop, and implement any administrative procedures necessary to carry out the admission process, consistent with Board policies and applicable status, and regulations.

## ADMISSION POLICY FOR HOMELESS, MIGRATORY AND LEP STUDENTS

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001, and the McKinney Vento Homeless Education Act of 2001, all homeless, migratory, and limited English proficient children must have equal access to the same free appropriate public education including public preschool education provided to other children and youth. This shall be the policy of the Bullock County Public School System. Such children will be provided performance opportunity to meet the same challenging state student performances to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

SOURCE: Bullock County Board of Education  
ADOPTED: FEBRUARY 10, 2005

Bullock County Board of Education  
Union Springs, Alabama

**Procedure for Providing Services to Homeless Children and Youth**

*Statement: The McKinney- Vento Homeless Education Assistance Act, defines homeless children and youths as follows:*

- A. Individuals who lack a fixed, regular, and adequate nighttime residence; and includes...
1. 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 camp grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters and are abandoned in hospitals.
  2. 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 (within the meaning of section 103 (a) (2)(C));
  3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  4. 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 in clauses (i) through (iii).

The following procedures are to be used for providing services under Title I, Part A, to homeless children and youth.

1. Homeless children and youth are automatically provided services under Title I, Part A whether or not they live in a Title I school attendance area or meet other eligibility requirements. The cost for transporting homeless children and youth in shelters or temporary housing is built into the regular transportation formula. Additionally, any cost associated with tracking or obtaining records needed for enrollment, will be paid by the LEA.
2. Homeless children and youth are identified using the definition as defined by the Alabama State Department of Education when enrolling in school.

### **Procedure for Providing Services to Homeless Children and Youth**

1. The enrollment of homeless children shall not be denied or delayed due to: lack of birth certificate, lack of school transcript, lack of immunization records or health records, lack of proof of residency, lack of transportation or due to guardianship or custody requirements. Transportation, and any fees associated with the enrollment process will be provided.
2. Homeless students will be assigned a student number if he or she does not have a social security number, using the social security temporary number procedure.
3. Students identified as homeless when enrolling in school will complete the Homeless Children and Youth Identification Form. A copy of this form will be forwarded to the Bullock County Board of Education Federal Programs Department.
4. All identified homeless families will be referred to the school system's Federal Programs Director and Parent Liaison for follow-up services.
5. The identified needs of homeless children and youth at schools, shelters, temporary housing, facilities or other appropriate locations will be immediately attended (such as; uniforms or other clothing needs, hygiene items, and school supplies).
6. Referrals will be made to the appropriate social agencies.
7. Parents rights related to the education of homeless children, and services available will be provided through the Title I Parental Involvement.
8. There will be continuous follow-up.



**BULLOCK COUNTY BOARD OF EDUCATION**  
 Union Springs, Alabama

Please check in the space provided, the specified program this form is being used for:

HOMELESS \_\_\_\_ LEP \_\_\_\_ MIGRANT \_\_\_\_ AT-RISK \_\_\_\_  
 FY 2020-2021  
**STUDENT NEED SURVEY**

STUDENT'S NAME \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_  
 SCHOOL \_\_\_\_\_ GRADE \_\_\_\_  
 PARENT'S NAME \_\_\_\_\_

**NEEDS IDENTIFIED**

CATEGORY: **MEDICAL NEEDS**

DENTAL	OPTICAL	SUPPLIES
General Exam [ ]	Eye Exam [ ]	
Fillings [ ]	Eye Glasses [ ]	
Extractions [ ]		
Cleaning [ ]		
Counseling/ Mental Health		

Bullock County Board of Education  
Union Springs, Alabama  
[ ] LEP [ ] Homeless [ ] Migrant Student Identification Form  
FY 2020-2021

		<i>Child 1</i>	<i>Child 2</i>	<i>Child 3</i>	<i>Child 4</i>
<b>Student's Information</b>	Name:				
	Date of Birth:				
	Gender				
<b>Last School Attended</b>	Name:				
	Dates:				
	Grade:				
	Teacher:				
<b>Special Needs (Lunches, Transportation, Special Ed., etc.</b>					
<b>Parents' Choice of School</b>					
<b>Has Immunization School Records Certificate</b>	Yes No Yes No Yes No	Yes No Yes No Yes No	Yes No Yes No Yes No	Yes No Yes No Yes No	Yes No Yes No Yes No

**Enrollment Information: NOTE: NOT required at the time of enrollment**

Date \_\_\_\_\_

# Bullock County Schools Homeless Documentation Form

Name of Student	Date Student Became Homeless	Grade	School	Homeless Status * see below	Additional Details * see below	Exit Date and Comments

- Homeless Status**

  1. Shelters
  2. Transitional housing
  3. Hotel/motel (e.g. living with another family)
  4. Unsheltered (e.g. cars, parks, campgrounds, temporary trailers or abandoned buildings)
  5. Streets/Allyards
- Additional Details**

  1. Natural disasters
  2. Domestic abuse
  3. Divorce/separation
  4. Teen pregnancy
  5. Lack of ability to pay and clean clothes
  6. Food insecurity
  7. Lack of transportation
  8. Employment problems
  9. Other \_\_\_\_\_

**Bullock County Board of Education  
Union Springs, Alabama**

**Student Checklist FY 2020-2021**

**Please check in the space provided the specified program this form is being used for:**

☐ Homeless ☐ LEP ☐ Migrant ☐ At-Risk

Student's Name \_\_\_\_\_ ☐ Male ☐ Female Grade \_\_\_\_\_

School \_\_\_\_\_ Parent's Name \_\_\_\_\_

**Please check in the space provided under the "X" for all items received.**

Item	X	Item	X	Item	X	Item	X
Shirt—1 per child		Pants - 1 per child		Undershirt— 1 pkg. per		Socks - 1 pkg. per child	
Briefs — 1 pkg. per child		Panties - 1 pkg. per child		Shoes - 1 pair per child		Belt — 1 per child	
Soap — 6 bars		Toothpaste (child) — 1		Toothpaste (adult) — 1		Face Towel — 1 per	
Towel — 1 large		Lotion — 1		Hair comb — 1 per child		Reg. Tablet — 2 per child	
Vaseline — 1		Notebook — 1 per child		Primary Tablet — 3 each		Shampoo — 1 per family	
Loose Leaf Paper — 1 ream		Calculator — 1 middle/high school		Clear Tape — 2 per child		Pencils — 1 pkg. per child	
Pencil box — 1 per child		Ink Pens — 1 pkg. mid/high		Glue Stick — 1 pkg. per		Stapler — 1 per family	
Crayons — 1 box per child		Markers — 1 pk. Mid/high school		Coat/Jacket - 1		Sweater — 1 per child	
Alcohol — 1 per family		Bandages — 1 box per family		Book Bag-1 per child		Deodorant 1 per child	

# BULLOCK COUNTY BOARD OF EDUCATION UNION SPRINGS, ALABAMA

## STUDENT NEED SURVEY FY 2020-2021

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTIONS: PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH STUDENT IDENTIFIED AS HOMELESS, MIGRANT, OR LIMITED ENGLISH PROFICIENT.

STUDENT	CATEGORY	GRADE	IDENTIFIED NEEDS
Example: Jane Doe	LEP	3	School Supplies Clothing

Referred By: \_\_\_\_\_ Date: \_\_\_\_\_