## State Public Charter School Authority

## Enrolling Children in Transition (Homeless) Students

1. **Birth certificates, immunization documentation, and previous school records may not be readily available for homeless children new to the district.**
	1. Homeless students have the right to enroll immediately, even if they do not have required documents, such as immunization records, medical records, **proof of residency**, guardianship/caregiver documents. The term enroll includes attending classes and participating fully in all school activities. Contact Charter School’s Homeless Children In Transition (CIT) Advocate for more information as needed.
		* Schools will enroll an unaccompanied homeless student immediately.
		* Uniform or dress code requirements should not delay enrollment for homeless student. Schools should develop sensitivity toward the needs of the children. Please notify Charter School’s Homeless Children In Transition (CIT) Advocate if any assistance is needed.
	2. In lieu of a birth certificate, alternative identification may be accepted on a **temporary basis.** The alternative identification documents may include an original hospital certificate or legal documents that include age information. The schools must immediately assist in obtaining the birth certificate. Contact Charter School’s Homeless Children in Transition (CIT) Advocate for more information as needed.
	3. Acceptance of any alternative identification document **DOES NOT PRECLUDE** the need for a birth certificate or abstract of birth (kindergarten and first grade) or other qualifying document, i.e., driver’s license with picture, valid passport, legal documents with student’s legal name and birth date (grades 2-12).
		* The birth certificate for grades K-12 or other proof of identity must be presented to verify age and name within ***forty-five*** school days. Note: Parents who enroll their children in full day kindergarten and first grade must be made aware that their child falls under Nevada’s mandatory attendance laws.
		* Enrollment during the forty-five days is conditional .
		* The forty-five days begins with the day of the student’s enrollment in the district; thus, if a student transfers after thirty school days, the receiving school must receive proper identification within fifteen days.
		* The forty-five day period does not alter the state law requirement to notify law enforcement of any students for whom identification and/or student records have not been provided within *thirty days* of enrollment.
	4. By definition, homeless individuals lack a permanent address. A permanent address is **not required** for school enrollment.
2. If no address exists use school address, i.e., living in an automobile. It is important to try to secure the name of an emergency contact or a phone number and/or address/location where they can be reached in case of an emergency.
3. Homeless students can remain at the school of origin for the current school year. If it is feasible and if it is in the best interest of the child.
4. The school office staff/registering employee should process registration forms so the child may attend school **immediately.**
5. **The school secretary/registering employee must enroll the student and notify** the principal, the Charter School’s CIT Advocate, the homeroom teacher, the counselor, nurse, and the Parent Involvement Facilitator, if there is one (at Title 1 schools) when a homeless child is admitted to school.
6. Homeless students (Children in Transition/CIT) are eligible to receive free school meals if the school participates in the National School Lunch Program.

**Note:** Upon initial registration of an identified CIT student, it is essential that the federal school lunch application be filled out as follows:

* 1. The Secretary/Registrar gives a copy of the enrollment form to the CIT Advocate for verification.
	2. The CIT Advocate verifies the homeless status, signs, and dates the form. The enrollment form is then given to the principal to sign. This process must be done for every homeless student.
	3. The principal signs the enrollment
	4. The principal fills out and signs the zero income Federal Lunch Application if school participates.
	5. The principal/designee gives the zero income Federal Lunch Application to the kitchen manager (if applicable).
1. The school nurse should be notified by the school office staff/registering employee and School Site CIT Advocate when a homeless student is enrolled without proper or in order to help:

Develop staff awareness and sensitivity to the unique need of homeless students.

1. Immunization records are complete.
	1. The school should assist with the acquisition of the immunization records. Every effort should be made to reduce duplication of health services. Dates for immunizations and boosters should be diligently sought and made available to schools in a timely manner.
	2. In addition, CIT Advocate Parent Involvement Facilitators at Title 1 schools (if applicable) and/or the school nurse should track all homeless students to help alleviate enrollment barriers due to a lack of immunization records, medical records and concerns about communicable diseases, and to ensure that needed health services are provided but not duplicated.
	3. The School Site CIT Advocate, Parent Involvement Facilitators (at Title 1 schools)if applicable and all necessary school personnel should be notified by the school office staff/registering employee when a homeless child is enrolled develop and implement strategies to encourage socialization for homeless children.
	4. Reach out to parents/guardians of homeless children to encourage participation in special programs and parent involvement activities that are offered.

Convene child study/student assistant program meetings to include parents/guardians, the principal, the teacher, the Site CIT Advocate, and the counselor, if there is one, to discuss the student’s living conditions and those effects on the child’s ability to be successful at school. The school can identify and coordinate resources needed for the child in a timely manner.

* 1. School personnel should administer a quick educational screening instrument within the first week of school in order to diagnose student needs and provide the appropriate educational options.