

# **MUNCY SCHOOL DISTRICT**

## **PROCEDURES FOR ENROLLMENT OF HOMELESS STUDENTS**

When contact is received from a Homeless Children's Coordinator, school, shelter, teacher, parent, student, etc., the following procedures will be followed:

1. The District Liaison will facilitate the student's immediate enrollment in school or immediate status as homeless for previously enrolled students.
2. The District Liaison will contact the proper administration, faculty and staff for (a) listing the student as homeless, (b) contacting parents or shelters to discuss services, (c) arranging for transportation, (d) arranging for all educational services (Title I, special education, vocational technical education, etc.) and (e) arranging to receive free breakfast/lunch.
3. The District Liaison will contact the Regional Homeless Coordinator as necessary to determine if other services are required, i.e., medical, vouchers for clothing, food/supplies, housing, etc.
4. The District Liaison will (a) include student information on district's homeless list, (b) submit student listing to Food Service Liaison and Federal Programs Coordinator, (c) provide information to school personnel, review school district policy for homeless youth and (d) submit monthly reports to the Regional Homeless Coordinator as well as annual reports as needed.