

Students

Nonresident Attendance

The Board of Education may approve requests for school attendance in the district for children living outside the district only for the reasons specifically listed herein:

1. To complete a school year when the parents have moved out of the district during the school year.
2. On a student-for-student basis when equal numbers of students transfer between two districts.
3. When the district of origin agrees to pay the cost per student of education in the district for the past year less state and federal apportionments.
4. When the class enrollments in the district will permit the addition of out-of-district students, on a space available basis, in order to improve academic achievement and to reduce racial, ethnic and economic isolation or preserve racial and ethnic balance.

Transportation beyond that normally provided for students living in the district shall not be provided for students attending on an inter-district attendance agreement, except for such arrangements which are a part of the district's participation in the state-wide inter-district public school attendance program called OPEN.

The Board of Education reserves the right to revoke any inter-district attendance agreement at any time with the exception of its responsibility to the inter-district public school attendance program called OPEN.

(cf. 3240 - Tuition Fees)

Legal Reference: Connecticut General Statutes
 10-4a Educational interests of state defined (amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities)
 10-33 Tuition in towns in which no high school is maintained.
 10-35 Notice of discontinuance of high school service to nonresidents.
 10-55 Students to attend regional school.
 10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.

Policy adopted: August 17, 2010
 Policy Revised: December 08, 2021

PUTNAM PUBLIC SCHOOLS
 Putnam, Connecticut

Students

Nonresident Students

Definition

A nonresident student is a student who:

1. resides outside of the school district; or
2. resides within the school district on a temporary basis; or
3. resides within the school district on a permanent basis but with pay to the person(s) with whom the student is living; or
4. resides within the school district for the sole purpose of obtaining school accommodations; or is
5. a child placed by the Commissioner of Children and Youth Services or by other agencies in a private residential facility. However, under this circumstance, children may attend local schools with tuition paid by the home district unless special education considerations make attendance in local schools and programs inappropriate. Children not requiring special education who live in town as a result of placement by a public agency (other than another Board of Education and except as provided otherwise in this paragraph) are resident students; those requiring special education may attend local schools (with special education cost reimbursements in accordance with statutes) unless special education considerations make attendance in local schools and programs inappropriate.

Nonresident Attendance Without Tuition

Upon written parental request, nonresident students may be allowed by the Superintendent of Schools to attend district schools without tuition under one or more of the following conditions:

1. A family moves from the district after January 1st of the school year; however, if parents so request, a child may complete the marking period regardless of when the family moves from town;
2. A family residing outside of a district has firm plans to move into the school district within the current school year as evidenced by a contract to buy, build, rent, or lease;
3. A twelfth grade student wishes to complete his or her education in the district;

Students

Nonresident Students (continued)

4. Children reside temporarily within the district because of family changes or children attending local schools residing temporarily outside of the district because of family circumstances. Approval shall not exceed three (3) calendar months; if subsequent approval is necessary, it shall be considered based upon information available at that time.
5. Necessary child care in the district by grandparents or other relatives.
6. Mental or physical health of the child as certified by a physician, school psychologist, or other appropriate school personnel.

Exchange Students

No tuition is required for foreign students living within the district under the American Field Service Program or under other programs or circumstances approved by the Board. Exchange students will be accorded all the rights and privileges of a resident student during the period of enrollment.

Nonresident Attendance With Tuition

Nonresident students who do not meet one or more criteria under previous sections of this policy, may attend local schools only with tuition payment. The Superintendent may approve nonresident student attendance with tuition if class size, transportation, and other considerations permit, and shall notify the Board of Education of all tuition approvals. Nonresident approval with tuition shall be for one (1) school year or less. Tuition rates shall be established by the Board annually.

Attendance by a nonresident tuition student may be terminated by Board of Education action, upon recommendation of the Superintendent of Schools, if the Board deems such termination in the best interest of the school district. An adjustment of tuition on a per diem basis will be made in this instance.

Evidence of Residency

The Superintendent of Schools or his/her designee may require documentation of family and/or student residency, including affidavits, provided that prior to a request for evidence of residency the parent or guardian, relative or non-relative, emancipated minor, or student eighteen (18) years of age or older shall be provided with a written statement of why there is reason to believe such student may not be entitled to attend school in the district. An affidavit may require a statement or statements with documentation that there is bona fide student residence in the district, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obtaining school accommodations.

Students

Nonresident Students (continued)

Removal of Nonresident Student From District Schools

If after a careful review of affidavits and other available evidence, the Superintendent of Schools or his/her designee believes a student is not entitled to attend local schools, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools, and the Superintendent shall notify the Board of Education, (if known), where the child should attend school. If after review district residency is established by the evidence, the parent or guardian, the student if an emancipated minor, or a student eighteen (18) years of age or older shall be so informed.

If a student is removed from a district school for residency reasons the Superintendent of Schools or his/her designee shall: 1) inform the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of hearing rights before the Board of Education and that the student/s may continue in local schools pending a hearing before the Board of Education if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 2) that upon request, a transcript of the hearing will be provided 3) that a local Board of Education decision may be appealed to the State Board and that the student/s may continue in local schools pending a hearing before the State Board if requested in writing by the parent, guardian, emancipated minor, or student eighteen (18) years of age or older 4) that if the appeal to the State Board of Education is lost, a per diem tuition will be assessed for each day a student attended local schools when not eligible to attend.

Board of Education Hearing

Upon written request, the Board of Education shall provide a hearing within ten (10) days after receipt of such request. If there is a hearing, the Board shall make an electronic record or tape recording of the hearing; shall make a decision on student eligibility to attend local schools within ten (10) days after the hearing; and shall notify the parent, guardian, emancipated minor, or student eighteen (18) years of age or older of its findings. Hearings shall be conducted in accordance with the provisions of Sections 4-177 to 4-180 inclusive of Connecticut General Statutes.

The Board shall, within ten (10) days after receipt of notice of an appeal, forward the hearing record to the State Board of Education.

Legal Reference: Connecticut General Statutes
 4-176e through 4-185 Uniform Administrative Procedure Act.
 10-186 Duties of local and regional Boards of education re school
 attendance. Hearings. Appeals to state Board. Establishment of hearing
 board.
 10-253 School privileges for students in certain placements and temporary
 shelters.

Regulation approved: August 17, 2010

PUTNAM PUBLIC SCHOOLS
 Putnam, Connecticut

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

AFFIDAVIT FOR PURPOSES OF RESIDENCY
(Student)

STATE OF CONNECTICUT)
)ss:
COUNTY OF _____)

1. I currently reside with _____
(name of person)
at _____ in the
(street address)
Town of _____, State of Connecticut.
2. I intend my residence with _____ at
(name of person)
_____ in the Town
of _____, State of Connecticut, to be
(permanent) (temporary).
(cross out inapplicable response)
3. Such residence is provided _____
(for pay) (without pay)
(cross out inapplicable response)

Subscribed and sworn to
before me, this _____
day of _____, 20 _____

(L.S.
Student

Notary Public Signature

Notary Seal

AFFIDAVIT FOR PURPOSES OF RESIDENCY (Parent or Guardian)

1. I am a _____ of _____.
(cross out inapplicable response) (name of child)
2. I reside at _____ in the Town of _____,
(street address) State of Connecticut.
3. _____ currently _____
(name of child) (does not) (does)
reside with me.
(cross out inapplicable response)
4. It is my intention that _____ reside with
_____ of the Town of _____, State of
(name of person) Connecticut, and that such residence be _____.
(permanent) temporary
(cross out inapplicable response)
5. I _____ now pay nor do I intend to pay
(do) (do not)
(cross out inapplicable response)
_____ for allowing _____
(name of person)
to reside with _____.
(him/her)

5118
APR #4

RESIDENTIAL STATUS REPORT AND APPLICATION

School: _____

Date: _____

FOR: 1. Students whose residency in _____ is newly established.
2. Students who are applying to attend _____ Public Schools, and whose families do not live in the Town of _____

COMPLETED BY: (1) The student applying; (2) The parent; and (3) The _____-based Guardian, "Legal or Consenting."

WHERE: Administrative offices of the school requested with the Unit Administrator present.

FORWARDED TO: The Superintendent of Schools

1. Name of student: _____
Last First Middle
2. (Town) Address: _____ No. Street
Town (Apt. No.)
3. Student's Home Telephone Number in _____: _____
Name under which telephone is listed in (Town): _____
4. When did student move into (Town)? _____
5. Former Address: _____ No. Street
Town Apt. No. (if applicable)
6. Where did student attend school last? _____
Date last attended: _____
7. Name of student's father: _____
Last First Middle
Father's address _____
No. Street Town Telephone No.
8. Name of student's mother: _____
Last First Middle
Mother's address _____
No. Street Town Telephone No.
9. Name of student's guardian: _____
(if applicable) Last First Middle
10. Name of person with whom student is living: _____
Address of such person in (Town): _____
No. Street Town Telephone No.
11. Names of all brothers and/or sisters with ages and addresses (last name need be listed only if different than that of student's last name):

First Age Address

First Age Address

12. To be completed only when student is living in (Town) with a person other than a parent. Replies will be confidential.

Why are you not living with your parents? (Please do not omit, and be specific.)

(If additional space is required, please continue below.)

Do you live with this person seven days a week, twelve months a year, without payment of any kind?
_____ Yes _____ No If no, explain where else you live and during what times of the year:

I UNDERSTAND THAT ESTABLISHING RESIDENCY FOR THIS STUDENT COULD POSSIBLY MEAN VISITS TO HOME ON SATURDAYS AND/OR RECESS PERIODS FROM SCHOOL, INCLUDING THE SUMMER SEASON.

13. Student's Statement: I hereby declare under the penalties of perjury that all of the information supplied on this form by me is correct to the best of my knowledge. I understand that if any of the information is incorrect, I may be withdrawn from the _____ Public School requested.

Student's Signature: _____
(Omit if elementary school)

Date: _____
Month Day Year

14. Statement of Parent, Guardian and Person with whom student is residing:

I hereby declare under the penalties of perjury that all of the information supplied on this form is correct to the best of my knowledge. I understand that if any of the information is incorrect, and the student is not entitled to enroll tuition-free as a Putnam resident, the student shall be immediately discharged from enrollment in the Putnam Public Schools, and the prevailing tuition charge assessed against me and/or us for each day the student was so enrolled. I understand that in order to establish residency school personnel may visit starting at 7:00 a.m.

Signature of Guardian - Legal or Consenting

Signature of Parent of student applying

Signature of Person "consenting"

Date: _____
Month Day Year

Extra Space for questions 11 and 12 if needed.

TO BE REVIEWED AND RENEWED EACH SCHOOL YEAR

DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY

Received: _____ Approved by: _____
Month Day Year Superintendent of Schools

Students

Nonresident Students

FORM LETTERS QUESTIONING STUDENT RESIDENCE IN DISTRICT

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear _____:

We believe that the following student/s may not meet residency requirements to attend district schools. Connecticut State Statutes and Board of Education policies require students to reside within the town and that local student residence is intended to be permanent, provided without pay, and not for the sole purpose of obtaining school accommodations.

NAME	SCHOOL	GRADE

The student/s listed above may not meet residency requirements for the following reason or reasons:

Within five (5) days, we will send you a request to document residency for the student/s named above, including an affidavit of residency to be completed by the parent or guardian, the relative or non-relative with whom the student resides, and the student if an emancipated minor or eighteen (18) years of age or older. **If a student does not meet residency requirements as outlined in the first paragraph of this letter, you should withdraw the student from the (name) school system immediately and enroll him/her in the school district of actual residence.**

Sincerely,

Students

Nonresident Students

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear _____:

Enclosed are an affidavit or affidavits and a questionnaire to be completed to show legal residence in the Town of *(Name)* for the following student/s.

NAME	SCHOOL	GRADE

The student/s named may continue in schools pending review of information furnished by you. You will be notified in writing of the administrative decision and, if necessary, the date on which the student/s will be withdrawn from schools. If by _____ we do not receive the
(*date within 10 days of mailing this letter*)
completed affidavits and other information requested, school accommodations will be denied as of that date.

Sincerely,

Enclosures

Students

Nonresident Students

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear _____:

I have reviewed the affidavits and other documentation (*if applicable*) and concur that the student/s named below meet/s residency requirements established by Connecticut Statutes and Board of Education Policies and may continue in _____ Public Schools.

We appreciate your cooperation.

Sincerely,

Students

Nonresident Students

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear

Effective _____, school accommodations will no longer be provided in the Town
(date within 10 days of this letter)
of _____ for the student/s named below:

NAME	SCHOOL	GRADE

The reason for denial of further school attendance is:

_____ You have informed us that your child no longer resides in town

_____ No written response received to our request for completion of affidavits and/or other documentation

_____ Affidavit and/or documentation is not adequate to prove residence in accordance with Connecticut Statutes and Board of Education policy.

You have the following rights when student attendance is denied for reasons of residence:

1. A hearing before the Board of Education. If prior to (Date specified for student/s withdrawal) you request in writing a hearing by the Board of Education, the Board will provide you a hearing within ten (10) days of its receipt of the written request.
2. If you make a timely request for Board hearing, the student/s named may continue in schools pending the outcome of the Board of Education hearing.
3. If you so request, following the Board of Education hearing you will be provided a transcript of the hearing within thirty (30) days of your request.
4. Within twenty (20) days of the Board of Education mailing its finding/s and decision, you may appeal the Board's decision to the State Board of Education.
5. Upon your written request, the student/s may continue in _____ Public Schools pending the outcome of an appeal to the State Board of Education. *(Such written request must be received by the Superintendent of Schools within twenty (20) days of the Board of Education mailing its finding/s and decision to you.)*

If the decision by the State Board of Education supports a Board of Education denial of student accommodations, you will be liable for a per diem payment of tuition for each day the student/s attended schools. (Currently \$ _____ per day)

Sincerely,

Students

Nonresident Students

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear _____:

Upon receipt of your request for a hearing before the Board of Education on a student residency issue, the Board of Education has scheduled a hearing as outlined in the attachment entitled **Board of Education Notice of Hearing**.

Sincerely,

Enclosure

Students

Nonresident Students

Date:

TO: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

BOARD OF EDUCATION NOTICE OF HEARING

1. Person/s requesting Hearing:	Name: Address: Telephone:
2. Date and time of Hearing:	
3. Place of Hearing:	
4. Nature of Hearing	Determination of student/s residency
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>5. Statutes and Regulations involved:</p> <p>Section 10-186 CGS Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.</p> <p>Section 10-187 CGS Appeal from finding of hearing Board</p> <p>Section 4-177 CGS Contested cases. Notice. Record.</p> </div> <div style="width: 48%;"> <p>Section 4-178 CGS Evidence in contested cases</p> <p>Section 4-179 CGS Proposal for decision.</p> <p>Section 4-180 CGS Final decision to be rendered within ninety days.</p> </div> </div>	
<p>4. A short plain statement of the matters asserted:</p> <div style="height: 150px;"></div>	

Students

Nonresident Students

Date:

To: Parents, Guardian, Emancipated Minor or Student eighteen (18) years of age or older

Dear _____:

Following the recent hearing by the Board of Education on a residency question involving:

NAME	SCHOOL	GRADE

the _____ Board of Education found the following:

In accordance with the findings of the _____ Board of Education, the student/s named above:

_____ may continue as a student in _____ Public Schools

_____ must be withdrawn from the _____ Public Schools no later than _____ unless an appeal is filed with the Connecticut
(date within 20 days of mailing this letter) State Board of Education prior to that time.

Sincerely,

Students

Homeless Students

The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or
2. provided in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian.

Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs.

The Superintendent of Schools shall refer identified homeless children under the age of eighteen who may reside within the school district, unless such children are emancipated minors, to the Connecticut Department of Children and Families.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth under eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.
2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Students

Homeless Students (continued)

3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.
4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.
5. Official school records policies and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.
6. The district shall make a reasonable effort to locate immunization records from information available. The District's liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.
7. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools.

The District's educational liaison for homeless children is the Middle School Principal.

Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or
2. pay tuition to the district in which the temporary shelter is located.

The Superintendent shall develop regulations, to ensure compliance with applicable statutes in the implementation of this policy.

(cf. 5118 - Nonresident Attendance)
(cf. 5141 - Student Health Services)
(cf. 5141.4 - Child Abuse and Neglect)

Students

Homeless Students

Legal Reference: Connecticut General Statutes

10-253(e) School privileges for children in certain placements, non resident children and children in temporary shelters.

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surrounding without court order.

17a-102 Report of danger of abuse.

17a-103 Reports by others.

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse and neglect.

46b-120 Definitions.

McKinney-Vento Homeless Assistance Act, (PL 107-110-Sec 1032) 42 U.S.C. §11431-11435

Policy adopted: August 17, 2010

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut

Students

Homeless Students

In order to appropriately implement the policy pertaining to homeless children, youth and students placed in shelters, in compliance with all applicable federal and state statutes, the following regulations are established.

Definitions:

Homeless students are federally defined as “individuals who lack a fixed, regular, and adequate nighttime residence.” This definition includes the following types of students who are:

- a. sharing the housing of other persons due to loss of housing, economic hardship, or similar reason;
- b. living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
- c. living in emergency or transitional shelters;
- d. abandoned in hospitals;
- e. awaiting foster care placement;
- f. 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;
- g. living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings;
- h. migratory children living in the above described circumstances.

Connecticut’s residency definitions contained in C.G.S. 10-253(d) defines non-residency as children residing with relatives or non-relatives, when it is the intention of such relatives or non-relatives and of the children or their parents or guardians that such residence is to be (1) permanent, (2) provided without pay and (3) not for the sole purpose of obtaining school accommodations. In addition, C.G.S. 10-253(e) indicates that children in temporary shelters are entitled to free school privileges from either the school district in which the shelter is located or from the school district in which the child would otherwise reside, if not for the need for temporary shelter. The district has an obligation to identify homeless and migratory children.

District Obligations Regarding Placement of Homeless Students:

- a. The District must continue the student’s education in the “school of origin” which is the school the child attended when permanently housed or the school of last enrollment. **OR**
- b. The District must enroll the homeless student in any public school that non-homeless students who live in the area where the child is actually living are eligible to attend.

Students

Homeless Students

District Obligations Regarding Placement of Homeless Students (continued):

- c. The District is required, “to the extent feasible” to keep the homeless child in the school of origin unless it is against the wishes of the parent/guardian.
- d. The homeless child’s right to attend the school of origin extends for the duration of homelessness.
- e. If a child becomes permanently housed during the academic year, he/she is entitled to stay in the school of origin until the end of the school year.
- f. A child who becomes homeless in between academic years is entitled to attend his/her school of origin for the following academic year.
- g. The District must provide written explanation, including the right to appeal, whenever the school District sends the homeless child to a school other than the school of origin or a school requested by the parent/guardian.
- h. With an “unaccompanied youth,” the District’s homeless liaison must assist in the placement/enrollment decisions, considering the youth’s wishes, and provide notice of appeal under the Act’s enrollment disputes provision.

Appeal Procedures:

- a. C.G.S. 10-186 currently defines the process for resolving issues involving homeless students. The state is required to establish an appeal process.
- b. Federal law requires school districts to allow homeless students to “stay put.” “The child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.”
- c. The District’s homeless liaison shall carry out the dispute resolution process expeditiously and, in the case of an unaccompanied youth, ensure that the youth is immediately enrolled in school pending the resolution of the dispute.

Educational Services to be Provided to Homeless Students:

- 1. Educational services are to be comparable to those received by other students in the school.
- 2. Such students may be entitled to such services as Title I, state/local remedial programs, special education, limited English proficiency, vocational education, gifted/talented and school nutrition programs.
- 3. Homelessness alone is not to be considered a sufficient reason to separate students from the mainstream school environment.
- 4. Homeless students may be segregated for short periods of time only for health and safety emergencies or to provide temporary, special or supplemental services.

Students

Homeless Students

Transportation Obligations of the School District for Homeless Students:

1. Services must be comparable to those provided other students in the selected school.
2. Homeless students must be provided transportation to the school of origin, if requested by the parent/guardian, if the school is within the school district.
3. If the school of origin is in a different school district from where the child is currently living, both school districts are to agree on a method for sharing the responsibility and costs, or share the costs equally.

Enrollment Requests from Homeless Parents:

1. The selected school is required to immediately enroll the child, even in the absence of records normally required for enrollment. Parents/guardians may be required to submit contact information.
2. The last school attended must be contacted to obtain records.
3. If the child lacks immunizations or immunization/medical records, the enrolling school MUST refer the parent/guardian to the liaison in order to get help obtaining immunizations and records.

District Liaison for Homeless Students:

The District's liaison for homeless students is the Middle School Principal.

The duties of the local liaison are:

- a. Ensure homeless children and youth are identified by school personnel and through coordination with other agencies and entities.
- b. Ensure homeless children enroll in and have a full and equal opportunity to succeed in the school district's schools.
- c. Ensure that homeless families and children receive educational services for which they are eligible, including Head Start, Even Start, preschool programs, and referrals to health care services, dental services, mental health services, and other appropriate services.
- d. Parents/guardians 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.
- e. Ensure that public notice of the educational rights of homeless children are disseminated where such children receive services. (For example, family shelters, soup kitchens, and schools)

Students

Homeless Students

District Liaison for Homeless Students (continued):

- f. Ensure that enrollment disputes are mediated.
- g. Parent/guardian is fully informed of all transportation services, including to the school of origin, and is assisted in accessing those services.
- h. Must assist unaccompanied youth in placement/enrollment decisions, including considering the youth's wishes in those decisions, and providing notice to the youth of the right to appeal such decisions.
- i. Must assist children who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
- j. Must collaborate and coordinate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless children.