

McKinney-Vento Enrollment Checklist

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| Student Name: | Date: |
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| Parent Name: | Phone: |
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At the time of meeting with the liaison:

Ensure [Housing Questionnaire](#) is completed and determine whether the student is homeless.

Complete the [STAC Form](#) and if applicable mail to SED and the district of origin.

Determine District and School of Attendance →

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Set a time for next meeting or phone call with the parent/youth.

Determine Emergency Needs of Student and Family and Make Appropriate Referrals:

Clothing, shoes, coats, eyeglasses
 School Supplies
 Personal Care Items
 Interim Transportation
 Mental health services

Health care
 Dental services
 Housing - Shelter resources for [families](#) or [youth](#)
 Substances abuse services
 If young children in the family, referrals for [pre-k, Head Start, Early Head Start, early intervention, or other early care and education programs](#)

Immediately following the meeting:

Liaison to notify:

Building Principal ("Please be aware we have a new student who is temporarily housed. Please request all records, including immunization records, transcript, and special education records from the last school attended; and share information about the student's housing status in a sensitive manner with school staff/teachers working with student so that they have greater understanding of the challenges the student may be facing outside of school that may impact their learning.")

Transportation Director ("Please promptly arrange transportation and notify Building Secretary of busing arrangements")

Building Secretary ("Please notify the parent of the busing arrangements and update the student's housing status in the student management system")

School Nurse ("Please be aware we have a new student who is temporarily housed. The principal will request medical and immunization records from the last school the student attended.")

Guidance Counselor/Coordinator of Student Services and Title I ("Please schedule a home visit or meeting with the parent or youth to determine what supports and referrals are needed. Please also connect the student with existing Title I supports as the student is categorically eligible for Title I services and explore how Title I set-aside funds may be used to help the student.")

Food Service Director ("Please be aware we have a new student who is temporarily housed and categorically eligible for free school meals. Please inform the school-building staff so that the student can begin free school meals promptly.")

Director of Special Education, if student has an IEP or is suspected of having a disability ("Please ensure that comparable services to those on the student's IEP are promptly provided and any needed evaluations are completed on an expedited basis.")

Director of Services for English Language Learners (ELL), if student is an ELL ("Please ensure that the student receives appropriate ELL services.")

College Counselor, if student is in 11th or 12th grade ("Please meet with the student and ensure that student receives ongoing [college counseling and college readiness supports](#)")