



HOMELESS EDUCATION OFFICE

tips for OFFICE STAFF

The McKinney-Vento Homeless Education Act is a federal law that protects the educational rights of students in temporary housing ("experiencing homelessness"). It defines "homeless children and youths" as any student who lacks a fixed, regular, and adequate nighttime residence.

School office staff, which includes office personnel and enrollment personnel, are often the first people whom families in temporary housing meet. As the first point of contact, it is key to create a supportive environment.

HOW CAN I IDENTIFY STUDENTS IN TEMPORARY HOUSING?

- Assist the parent or unaccompanied student with completing the Student Housing Questionnaire (SHQ) and document in MiSiS under the Census tab.
- Notify the family of their right to immediate enrollment regardless if they do not have a permanent address, immunization records, birth certificate, or other enrollment documents.
- When enrolling, allow for privacy (e.g., take the family to a separate private room). Reassure the family that their status is confidential.



HOW CAN I ENSURE I AM COMPLYING WITH THE MCKINNEY-VENTO ACT?

- Inform the family that the student can continue their enrollment at their school of origin and receive transportation to/from school OR the student can be enrolled in the local school where they are temporarily living (school of residence).
- Contact the previous school the student was enrolled at to gather the proper records.
- Contact the designated school site homeless liaison to ensure services and referrals can be arranged for the family and student as soon as reasonably possible.

**For additional support, please contact the
Homeless Education Office at (213) 202-7581**