

McKinney-Vento Enrollment Checklist

Student Name:

Date:

Parent Name:

Phone:

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 →
- 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](#)")